

City of Santa Barbara

LAND DEVELOPMENT PROCESS GUIDE

For Engineering



Prepared by the
ENGINEERING DIVISION

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1. PROCESSING PROCEDURES

Introduction

As part of the City's mid-1990's Excellence in Customer Service efforts, the City recognized the need to develop handouts and guidelines to assist new staff and customers with development applications for processing public improvements, and miscellaneous work in the public rights of way which require review by the Public Works Department. The Engineering Division of the Public Works Department developed two sets of guidelines to further this effort. This Land Development Process Guide (AKA Process Guide), and the Engineering Design Guidelines, which have both been developed to replace the City's outdated 1975 Interim Design and Improvement Standards. The Engineering Design Guidelines are a stand alone document which provides general design criteria for the Engineer of Record to refer to when designing work within the public right of way, and on City lands.

This Process Guide is written primarily as a resource for use by the Engineering Land Development Section staff, however, this document is also expected to provide beneficial information to the public, e.g. Engineers, Planners, Owners and Developers involved in projects that may include public improvements in the public rights of way. This Process Guide is also a resource guide for Discretionary projects subject to the Subdivision Map Act, Engineering Division Land Development review, and to provide consistency in project administration and the Department's review process. This Process Guide references other City guidelines, policies, procedures, and standards that apply to development and is intended to facilitate consistency and communication in the review process, but is not intended to replicate or supersede any existing design guidelines, policies, or adopted standards.

The model for this Process Guide was originally developed using guidelines previously compiled from several other coastal municipalities with similar characteristics to the City of Santa Barbara. It is anticipated that this document will be dynamic, regularly updated and supplemented with additional information as it becomes available, and to reflect current practices and City policies. This Process Guide was assembled primarily with input from the City's Engineering staff and the Water Resources Division. Additional review and comments were provided by several other City Departments and reference a variety of procedural memos, checklists, and informational bulletins that have been generated over recent years, to support and assist with explanations in the text.

General

The City of Santa Barbara development and construction permits are processed and obtained at the public counters located at 630 Garden Street. Annexations,

large Tenant Improvements (TI's), and subdivisions, including condominium conversions, which are also referred to as discretionary projects, typically begin at the Planning counter by submitting either a PRT (Pre-Application Review Team application) or a DART (Development Application Review Team application). Application for DART review is the formal application requesting review and approval by the appropriate review board [*e.g. Planning Commission (PC), Staff Hearing Officer (SHO), Historic Landmarks Committee (HLC), or the Architectural Board of Review (ABR)*], and is the 30-day State mandated application review process for discretionary entitlements. Acronyms have also been placed under the Definitions and Glossary section of this document for easy reference.

Once an application is deemed complete by the DART team, the environmental review period begins which is as follows: 30 days to determine CEQA exemption, 180 days to adopt Negative Declaration and 1 year to certify an EIR. Following environmental review, the DART application proceeds to the SHO or PC for review and approval. Determination of which review board is required depends on the scope of the project, and in many cases, projects may require multiple reviews by ABR or HLC in addition to the SHO or PC reviews. Once an approval or denial has been made by SHO or PC, there is a 10-day appeal process which halts the approval process, and sends the project to the next higher review board. SHO appeals are heard by PC, and PC appeals are heard by City Council, who has the final word.

All plans, drawings, calculations, maps and other documents being processed, which require the signature of a registered engineer or land surveyor as preparer, are generally the property of such signatory. If the preparer is employed and is signing as engineer or surveyor on behalf of his employer, then the company for whom he or she works for owns the maps, plans and documents. Said items shall not be released by City staff to anyone but the engineer, surveyor (as described herein), or to their authorized representative.

After plans, maps, and other documents described herein are approved and signed by the City Engineer, they shall become public record and the property of the City, and are available for copying and distribution as needed. Recorded documents/instruments are available through the County Clerk/Recorder's Office. Certain unrecorded documents approved by the City Council shall be available through the City Clerk's Office.

Filing and checking fees are subject to the most current fee resolution, and payment is credited to the specific maps, plans or documents which are submitted for processing through the City's permit tracking software. Any change in the any of the above items shall require the signature and authorization of the original preparer or shall otherwise be treated as a new submittal.

Staff's review of public improvement plans and maps is to ensure that the plans comply with State laws, the City's procedures, policies, and ordinances and

Municipal Code (SBMC). The plan review process is not a determination of the technical design sufficiency of the improvements and therefore, does not relieve the Engineer of Works/Record of responsibility for the design and the sufficiency of the proposed improvements.

Definitions of Acronyms & Terms

For the purpose of this guide, unless otherwise apparent from the context, certain words and phrases used in this guide are defined as set forth below. All definitions provided in the Subdivision Map Act, the City of Santa Barbara Zoning Ordinance and Subdivision Ordinance shall also be applicable to this guide and said definitions are hereby incorporated by this reference as though fully set forth herein.

Acceptance of Improvements: Shall mean adoption of a resolution by the City Council, accepting the improvements into City maintenance, or written acceptance by the City Engineer where authorized by the City Council (one or the other).

Advantage™: Is the computer software program used by the City to track and issue building permits and public right of way permits as of 1996. (Previously referred to as Permit Plan & Tidemark)

BLD: BLD's refer to permits for plans submitted to the Building and Safety Division of the Community Development Department, and is used as a reference to Building permits, and is part of the permit number assigned in Advantage™ to track building permits. E.g. BLD200x-xxxxx (BLD year-permit number)

C-1 drawings: C-1 shall mean the preface to a unique drawing number assigned by Engineering staff to identify and track civil engineering drawings representing construction plans for public improvements in the public right of way. C-1 drawings are prepared by and wet signed and stamped by the Design Engineer of Record, and ultimately require the review and signature of the City Engineer. C-1 drawings become the property of the City once accepted and signed by the City Engineer.

C-3 drawings: C-3 shall mean the preface to a unique drawing number assigned by Engineering staff to identify and track public improvement plans representing public improvements on City owned lands.

C-8 drawings: C-8 shall mean the preface to a unique drawing number assigned by Engineering staff to identify and track civil engineering surveys representing public improvements in the public right of way.

CDP: CDP shall mean a Coastal Development Permit, which is a special permit for development projects located within 300 feet of the coastline, including work up creeks. These projects (often SFR's with small additions) are reviewed by the SHO, and also require Coastal Commission (State) Approval.

City Engineer: Means the Assistant Public Works Director/City Engineer for the City of Santa Barbara, or his/her written designee - typically the Land Development Engineer and staff who review Land Development projects. City Projects other than Land Development projects are commonly referred to as "CIP" or capital improvement projects which are initiated, designed, and constructed by City Public Works staff under the Design and Construction Divisions of Engineering.

DART: Shall mean Development Application Review Team. This is the formal application Owners/Agents make for discretionary projects to request review by either the Staff Hearing Officer (SHO) or Planning Commission (PC). DART applications begin at the Planning counter.

Development: Shall mean the uses, to which the land is the subject, of a discretionary action by the appropriate body of the City of Santa Barbara, the structures to be constructed on it, and all alterations of the land and construction incident thereto.

Developer/Contractor: Shall mean any person, firm, corporation, partnership or association who proposes a development, as defined above.

ENF: ENF's refer to Code Enforcement permits primarily created by the Building and Safety Division of the Community Development Department in response to citizen complaints or violations noted in the field by Code Enforcement Officers. ENF is used as a part of the permit number assigned in Advantage™ to track the status of the enforcement case permit. E.g. ENF200x-xxxxx (ENF year-permit number)

Engineer or Engineer of Work/Record: Shall mean a qualified, registered civil engineer, licensed by the State of California, responsible for the design and construction of improvements required for the development of land.

GPS: GPS shall mean Global Positioning System, which is a U.S. space-based radio-navigation system that provides reliable positioning, navigation, and timing services to civilian users on a continuous worldwide basis -- freely available to all. For anyone with a GPS receiver, the system will provide accurate location and time information for an unlimited number of people in all weather, day and night, anywhere in the world. (See <http://www.gps.gov/> for more information).

Green Book: Shall mean the latest edition of the Standard Specifications for Public Works Construction (SSPWC), adopted by the City in effect when plans are submitted (SBMC § 22.60.090).

Improvements: Shall include, but not be limited to, public and non-public; grading, street work, sidewalk, curbs, gutters, driveways, storm drain facilities, water mains, including existing overhead utilities required to be converted to underground, landscaping and fences to be installed on land to be used for public

right of way, non-public streets and easements, and/or any other improvements as defined by the Subdivision Map Act.

LAFCO: Local Agency Formation Commission

MST: MST's refer to the Master Application submitted to the Building and Safety or Planning Divisions of the Community Development Department, and is used as a part of the permit number assigned in Advantage™ to track building permits. E.g. MST200x-xxxxx (MST year-permit number). The MST is considered a master permit number, and subsequent BLD's, PBW's etc. are Group Added in Tidemark TM to tie the permits together in the database.

NGS: NGS shall mean National Geodetic Survey. The Geodetic Glossary (National Geodetic Survey, National Ocean Service, National Oceanic and Atmospheric Administration, Rockville, MD, September 1986) pp. 54, defines geodetic datum as *"A set of constants specifying the coordinate system used for geodetic control, i.e., for calculating the coordinates of points on the Earth"* And; *"The datum, as defined in (1), together with the coordinate system and the set of all points and lines whose coordinates, lengths, and directions have been determined by measurement or calculation."*

These differing definitions require caution when using the word "datum." The first definition makes datum synonymous with the selection of a reference coordinate system (origin and orientation). The second definition makes datum synonymous with a list of coordinates of the control points. When the first definition is used, the published coordinates of control points can change when better measurements allow better determinations. With the second definition, a change in coordinates should result in a new datum. NGS has used the first definition for NAD 1983. (See <http://www.ngs.noaa.gov/faq.shtml> for more information).

Ordinance: All references to a specific ordinance shall mean the latest edition of the particular ordinance adopted by the City Council and all associated amendments. An ordinance is a rule or new law enacted by City Council, and will typically change, or add to sections of the City's municipal code.

PBW: PBW's refer to permits assigned to plans submitted to the Engineering or Transportation Divisions of the Public Works Department, and is used as a part of the permit number assigned in Advantage™ to track building permits. E.g. PBW200x-xxxxx (PBW year-permit number)

PC: PC shall mean Planning Commission, a discretionary review board which reviews and approves subdivisions with 5 or more lots/units, among other things. Commissioners are appointed by City Council. PC also reviews smaller subdivisions and CDP's that have had previous SHO review, where the SHO decision has been appealed. If the PC review is appealed, the project will finally go before the City Council for a final decision.

PW: City of Santa Barbara, Public Works Department

PBW: Public Works Department (Engineering and Transportation) permit.

PRT: PRT's shall mean a Pre-Review Team Application for review of a conceptual plan, prior to the formal DART application. All subdivisions > 5 lots/units requesting Planning Commission review, are required to submit a PRT to the Planning Division of the Community Development Department.

PTR: PTR's shall mean a Preliminary Title Report, which is prepared by a valid Title Insurance Company, and is required for review of plans, maps and preparation of agreements.

Public Right of Way: Shall mean the land encompassing all public streets, public structures and public Easements. *[See definition in Cal Trans right of way Manual §6.03.03, New Right of Way Requirements.]*

RCE: RCE shall mean a Registered Civil Engineer in the State of California. See <http://www.pels.ca.gov/> to look up license number and to verify if license is current.

R/W or ROW: R/W or ROW is an acronym commonly shown on plans with a specific line type depicting public right of way lines.

Regional Standards: Shall mean the latest edition adopted by the City, in effect when plans are submitted. (SSPWC Details)

Resolution: A resolution is a written motion adopted by a deliberative body, such as the Staff Hearing Officer, City Planning Commission, or City Council. A resolution follows adoption of an ordinance, which represents policy and guidelines. Annual adjustments to fees are typically achieved with resolutions, and resolutions can be superseded at any time.

SBMC: SBMC shall mean Santa Barbara Municipal Code.

SHO: SHO shall mean Staff Hearing Officer, a discretionary review body established in 2006 by Planning Commission/City Council to relieve the PC of reviewing subdivisions and Lot Line Adjustment requests for 4 or fewer lots/units, and for most CDP's.

SMA: The most current version of the Subdivision Map Act. This document is produced by the State of California and is updated annually.

Sub-divider: Shall mean a person, firm, corporation, partnership or association who proposes to divide, divides, or causes real property to be divided, except that employees and consultants of such persons or entities who are acting as agents, are not 'sub-dividers'. An Agent Authorization form may be signed by the property

owner to have an agent sign the Tentative Map, but the owner must personally sign the Parcel or Final Map for the actual subdivision.

TI: TI shall mean Tenant Improvements, in association with BLD and PBW permits.

Subdivision Maps & Land Development Related Documents

The Engineering Division reviews, approves, or administers the following areas which are generally regulated by the Subdivision Map Act (SMA) and related statutes:

1. Tentative Maps (TM) are reviewed by staff and are generally approved by either the SHO or PC. City Council can approve TM's when they are on appeal from PC.
2. Final Maps are for five [5] or more proposed lots or condominium units. (*Also known as a "Tract Maps" at the County of Santa Barbara*)
3. Parcel Maps are for four [4] or fewer lots or condominium units
4. Lot Line Adjustments
5. Voluntary Mergers
6. Public Street Frontage Waivers (Transportation Planning)
7. Amended Parcel and Final Maps
8. Certificates of Compliance and Conditional Certificates of Compliance are requested by property owners when it is necessary to research chain of title documents to determine lot validity or possible non-compliance with the SMA, current Codes and Regulations.
9. Certificates of Correction (for Parcel and Final Maps)
10. Map Amendments
11. Reversions to Acreage
12. Property Transfer documents (to and from City ownership, but not RDA):
 - a. Acquisitions of land
 - b. Dedications of Public Easements
 - c. Vacations of superceded public easements
 - d. Abandonments of facilities (ie. public water mains, sewer mains, etc.)

Improvement Plans (C-1, C-3, and C-8 drawings)

The City of Santa Barbara has an established numbering system for public improvement plans. The number is assigned by the Land Development Engineer or their designee and typically includes the following number assignments:

C-1-xxxx: Public Works Department C-1 construction drawings may be required when new or altered public improvements are proposed within the public right of way. Typical improvements include, but are not limited to, construction of new roads, new or realigned curb and gutter flow lines, and/or installation of new City storm drains, water mains & sewer mains. Improvements such as new sidewalk, driveways, or replacement of existing curb and gutter with the same alignment and elevation, generally do not invoke the requirement for a C-1 drawing, and can be shown on BLD plans, or submitted to the Public Works counter as independent public improvement plans for a PBW permit.

The following improvement plans (C-1's) are typically required for public improvements, and are reviewed, approved and administered by the Engineering Division for the following:

1. Establishing centerline alignment of new streets
2. Curb and gutter, where new, to establish flow line
3. Construction of new access ramps
4. Construction of sewer and water mains
5. Storm drain/flood control facilities
6. Traffic signals and related electrical, including street lights and meter pedestals
7. Installation of new street trees in the public right of way
8. Major work in a natural watercourse

C-3-xxxx: Used for public improvements which are primarily on City owned lands. For example, parking structures (Granada Garage), or dams. C-8's also include heavy structures such as bridges (Cabrillo), culverts (Laguna Gate), site plant operations such as Cater Water Treatment Plant, El Estero Waste Water Treatment Facility, and mechanical installations such as pump stations and sewer lift stations.

C-8-xxxx: C-8's are used for public improvements that are principally surveys and survey maps,.

Location Plans for Utilities: Location plans for utilities are for staff to review and approve a facility for construction permitting, but are not actually archived. See the Edison Franchise Utility Agreement for an example.

In addition to the list above, the following improvements, which include non-public improvements within the public right of way, can either be shown on building plans (*which still require a Public Works permit*) or a plan submitted directly to the Public Works counter for a PBW review and PW permit issuance:

1. Sidewalks
2. Curb drain outlets
3. Sewer laterals
4. Water service lines and new water meters
5. Borings and monitoring wells
6. Trenching for non-public utilities (ie. So. California Edison and the Gas Co. for new facilities only) are shown for informational purposes only.
7. Roll-off trash bins
8. Temporary street or lane closures
9. Minor work in natural watercourses

Encroachments or structures in the public right of way. An encroachment permit may be required in addition to a Public Works permit for construction, for non-public improvements placed in public rights of way.

Using Advantage™ to Track Projects & Issue Permits

The City of Santa Barbara Public Works staff utilizes Advantage™ software from Tidemark Computer Systems, Inc. to facilitate the tracking and processing of City permits. Advantage™ is a Windows based database application that tracks the progress of each permit application or “case” through the City’s review process.

For the Public Works Department, Advantage™ is used to track the following Public Works permits:

1. Installation or removal of public improvements on public property, in the right of way or within a public easement.
2. Installation or removal of public or non-public drainage improvements.
3. Encroachment Permit (right to install non-public facilities on public property, in the right of way or within an easement).

4. Development agreements, maps and record documents.
5. As-built improvements, and grading and landscape plans on public property, in the right of way or within an easement.
6. Construction inspections in the public right of way.
7. Bonds, fees, securities and releases for public improvements.
8. Construction changes.
9. Acceptance of improvements.
10. Record Drawings.
11. Traffic control approval.
12. Land sales, leasing, and acquisition.
13. Haul route permits.
14. New water services and mains.
15. New sewer laterals.
16. Misc. other such as dates of recordation, telephone conversations, etc.

Typically the above actions would be tracked in a case number associated with the project's address or APN. For each "case", Advantage™ can also track the following information:

1. Case Types are:
 - (BLD) Building
 - (ENF) Enforcement cases
 - (MST) Master Applications
 - (PBW) Public Works Permits,
 - (PRE) Pre-Applications

Note: The PBW and MST case types are the most common case types entered by the Public Works Department.

2. Parcel Number.
3. Address.
4. Active or Inactive status.
5. Name(s) of the Owner, Contractor, Engineer, Architect and other interested parties.
6. Project Master Application number and description.

7. Discretionary review requirements (such as Planning Commission, Architectural Board of Review and Historic Landmarks Commission).
8. Coastal review requirements.
9. Environmental review information.
10. Pertinent notes.
11. Time spent on a case.
12. Fees owed and paid.
13. Type, description, and unit quantity of public improvements (this feature is used for fee calculations and inspection, tracking purposes).

Improvements are broken down into Street, Water, Sewer, Drainage, Transportation/Parking and Land Development.

Please consult with the Public Works Counter as to how to create a PBW case number and/or log in an action/status under an existing case number.

Advanced functions of Advantage™ include:

1. Mailing labels for project contacts.
2. To-do lists for cases.
3. Interface with ArcView GIS software to view subdivision maps.
4. Linking related projects.
5. Grouping (linking) documents associated with a case that reside in other directories and operate with other software applications.
6. Tags or flags to note special attributes or concerns related to the case/property.

<p>“A Track”</p> <p>--Chosen by Applicant for raw land only.</p> <p>--Must use for Condo Conversion (Building then Map).</p> <p>SBMC...</p>	--Annexation Map	PBW	Record Map	BLDs
<p>“B Track”</p> <p>--City typical</p> <p>--Need to define “C of O” when no BLD.</p> <p>SBMC...</p>	--Voluntary Merger (if needed)	Record Map first with <u>Bonds</u>	BLD and PBW	
<p>“C Track”</p> <p>--Condo Conversion</p>	--Voluntary Merger (if needed)	BLD and PBW	Record Map	Condo Map

				Matrix
TM (Condo and Condo Conversion)	D	PC/SHO	CD	(30)
VTM	B	PC/SHO	CD	(30)
P/FM (Condo and Condo Conversion)	M	CC-CONSENT	PW	20
(CC)	M	--	PW	20
(CCC)	D	PC/SHO	CD	(30)
LLA	D	SHO	CD	(30)
VM	M	--	PW	20
Setback Variations	D	CC		(30)
Certificate of Correction	M	--	PW	20
Map Amendment	M	--	PW	
RA (P/FM)	M	CC-Consent	PW	
Dedication	M			
Vacate/Abandonment	D	CC	CD	
Bond Release				

Annex	D	PC/CC	CD	
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PROJECT SIZE			EXPIRATIONS
Small (under \$10,000)	OTC Street File	--No Plans --City Details --8 ½ x 11 Site Plan	30 – 90 Days SBMC 22.60 (under \$10,000)
Medium (greater or less than \$10,000)	BLD/PBW Plan Archive	--Issued with Building Plans	30 – 90 Days SBMC 22.60 (under \$10,000) 1 Year Agreement C of C (over \$10,000)
Large (over \$10,000)	C-1's Plan Archive	1 Year Agreement	1 Year Agreement C of C
			C of C = C of O

2. TENTATIVE MAPS

General

Tentative Maps shall be prepared and submitted in accordance with the State of California Subdivision Map Act and in accordance with the City of Santa Barbara requirements in Municipal Code Chapter 27.07 and this document. See the condominium map section of this document and SBMC §27.02.050 if the Tentative Map is for condominiums, which are also considered subdivisions.

Discretionary Approval Required (i.e., submit as a PRT/DART)

Tentative Subdivision Maps (TSM) involving less than four (4) lots or condominium units is subject to review and approval by the Staff Hearing Officer if the project meets the following criteria:

1. It is located outside the Hillside Design District;
2. It meets the street frontage requirements;
3. It does not abut or include portions of certain named creeks and their tributaries.

Note: Council also adopted Resolution No. 05-094 in order to include the “City of Santa Barbara Creek and Tributaries Map for Tentative Subdivision Maps that Require Planning Commission Action.”

If the above criterion is not met, the TSM is subject to Planning Commission review and approval. If the TSM involves 5 or more condominium units is subject to Planning Commission Review and approval.

Tentative Subdivision Maps involving the conversion of less than four (4) residential rental units to condominiums is subject to review and approval by the Staff Hearing Officer. The conversion of 5 or more residential rental units to condominiums is subject to Planning Commission Review and approval.

The Subdivision Map Act requires that lot line adjustments of five or more lots be acted on as Tentative Subdivision Maps; therefore, the Staff Hearing Officer will only act on lot line adjustments involving four or fewer lots.

Please note that any TSM subject to Planning Commission review requires a Pre-application Review Team (PRT) review first.

Tentative Map Submission Requirements

Tentative Map shall contain and/or conform to SBMC Chapter 27.07.030(a), (b) and (1-9). Refer to this section of the Municipal code for all inclusive list of requirements.

At the time of application, the Applicant shall submit the Tentative Map, to the Planning Division Counter at 630 Garden Street which shall also contain the following:

1. Vicinity Map
2. Existing and proposed parking spaces, driveways and access
3. Existing and proposed slope of property
4. Proposed slope of driveways
5. Existing and proposed lot lines
6. Removal of or addition of any existing trees or significant vegetation in the public right of way
7. All modifications and variances from the Santa Barbara Municipal Code.

3. VESTING TENTATIVE MAPS

General

Vesting Tentative Maps shall be prepared and submitted in accordance with the State of California Subdivision Map Act and in accordance with the City of Santa Barbara requirements in Municipal Code Chapter 27.20 and this document.

Vesting Tentative Maps follow the same discretionary review process as described in Section 2.1. The main difference between a Tentative Map and a Vesting Tentative Map is that the vesting map requires detailed engineering plans, hence the applicant must invest a significant amount of time, effort and finances prior to Planning Commission review, with no guarantee of approval, which is how the owner/developer becomes 'vested'.

Vesting Tentative Map Submission Requirements

1. ***Vesting Tentative Map - Identification.*** At the time a vesting tentative map is submitted for approval, it shall have printed conspicuously on its face the words "Vesting Tentative Map."
2. ***Special Requirements for Vesting Tentative Map.*** At the time a vesting tentative map is submitted for approval, the subdivider shall also supply complete C-1 public improvement drawings. See SBMC § 27.20 for full list of requirements for a Vesting Tentative Map.
3. ***Prior Approvals Necessary.*** Where a Vesting Tentative Map (VTM) application is submitted for approval in conjunction with a development plan, conditional use permit, modification, or variance for the same property, the VTM shall be processed concurrently with such discretionary approvals. If the applicant is seeking a modification, variance, or conditional use permit, a vesting tentative map shall not be approved or conditionally approved until all other discretionary approvals have been granted or conditionally granted. A vesting tentative map processed in conjunction with a development plan shall not be approved or conditionally approved until the preliminary development plan has been approved or conditionally approved by City.
4. ***Development Allocation System.*** Every vesting tentative map shall contain a statement that the issuance of any building or grading permit for the real property shown on the vesting tentative map is subject to the requirements and restrictions of the City's Development Allocation System existing at the time of any such issuance. (Ord. 5380, 2005; Ord. 4371, 1985.)

4. PARCEL/FINAL MAPS

General

Subdivision maps, commonly known as Parcel or Final Maps (the County of Santa Barbara uses the term “Tract” for Final Maps), are required for all residential, commercial or mixed-use subdivisions. Final Maps are for creating five (5) or more lots, and Parcel Maps are for creating four (4) or fewer lots, as provided for in the Subdivision Map Act Chapter 2 Maps, Article 1 General Provisions, and SBMC Title 27. Requirements for all subdivision maps shall be governed by this section.

Condominium projects are considered subdivisions, so they are also required to file a Parcel or Final Map.

Parcel/Final Map Submittal Requirements

Parcel/Final Map Submittal Requirements are outlined in SBMC Title 27. A handout is available at the Public Works counter and on the City of Santa Barbara Engineering webpage located at http://www.santabarbaraca.gov/Resident/Home/Forms/Public_Works_Forms.htm (See Appendix B for a list of forms available at the Public Works Counter).

Engineer’s Signature

Maps are required to be stamped, wet signed, dated and prepared by, or under the direction of, a Registered Civil Engineer having a registration number of 33965 or lower (per Section 8731 and 8761 of the Business and Professions Code) or a Licensed Surveyor. A RCE registration number greater than 33965 requires a Licensed Surveyor to prepare the map.

Paper Size, Ink and Legibility

Maps to be recorded which have been reviewed and approved by staff to accompany Council Agenda Reports (CAR’s) shall be legibly drawn with all lettering 1/8 inches or larger on an 18x26 inch sheet by a process guaranteeing a permanent record in black ink on 4 mil. mylar. A one inch (1”) margin line shall be drawn completely around each sheet. The margin shall be left blank. The ink used shall be black, opaque and permanent in nature.

Labeling

For uniformity on all maps, the following labeling standard shall be adhered to (See Figure 1 for approved Parcel/Final Map layout).

1. Title – to be placed on all sheets:
 - a. Parcel or Final Map number (contact Land Development Engineering staff for the next available number)
 - b. Description of proposed subdivision
 - c. Surveyor's name, address, phone number and license number
 - d. Approximate month and year the map will go to City Council for approval
2. Lot Numbers/Areas:
 - a. Show lot number for each lot/unit in the proposed subdivision
 - b. List area of lots in s.f. or ac., depending upon the size.
 - c. If condominiums, identify how many units are proposed, and the type of units. (e.g., *four residential and _s.f. commercial*)
3. Rights of Way Widths:

See SBMC §22.44.80 for street width specifications.
4. Street Names:

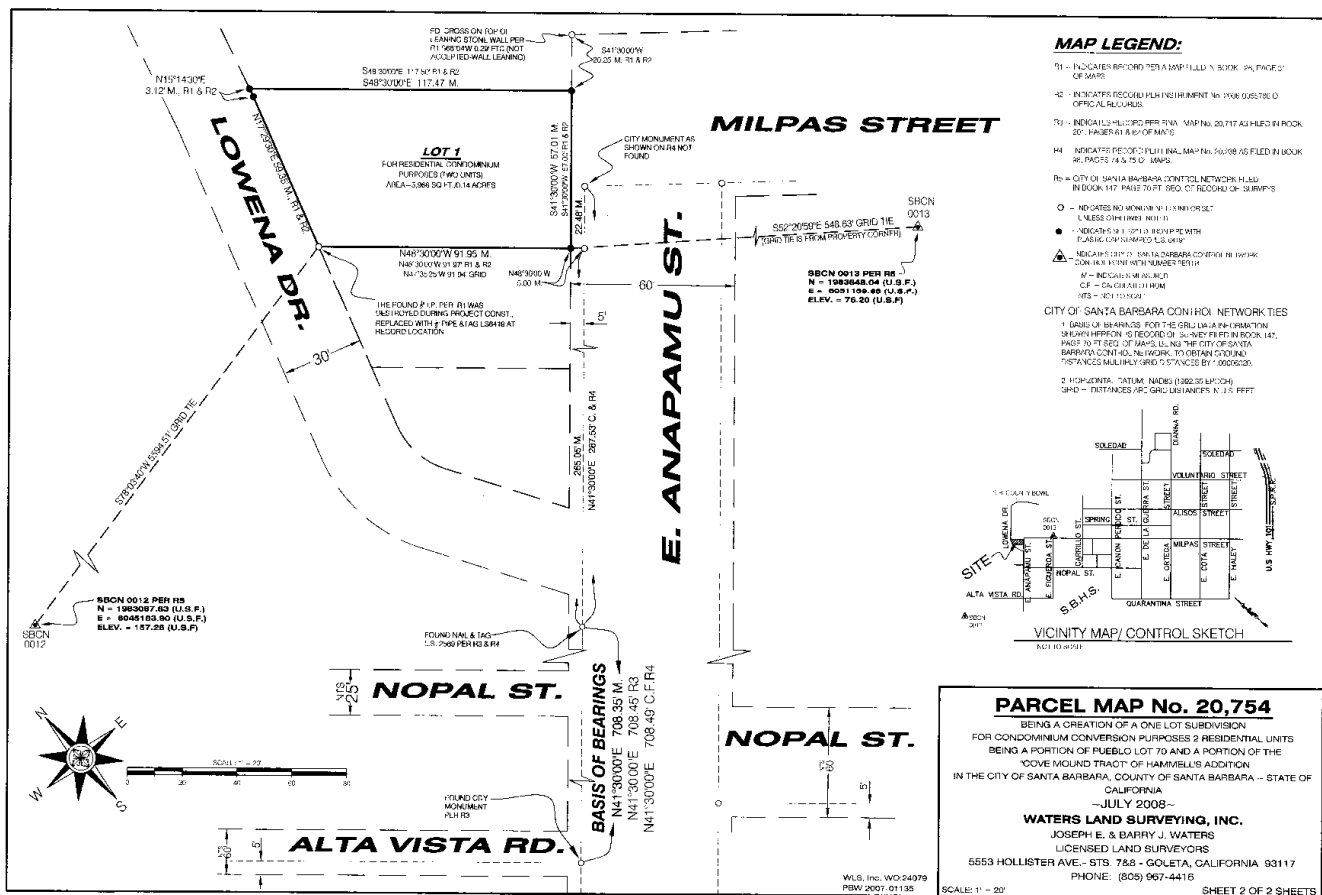
Naming of streets is subject to Title 22.48 of the Santa Barbara Municipal Code.
5. Method of Establishment:
 - a. Current Title Report within 3 months of map submittal date
 - b. Survey by a licensed surveyor, with ties to the City of Santa Barbara Survey Control Network per Record of Survey Book 147, Pages 70 through 74, inclusive.
 - c. Closure calculations for existing exterior boundary, and existing parcels
 - d. Closure calculations for each individual proposed lot
 - e. Closure calculations for overall subdivision
 - f. Closure calculations for City Grid with ties into subdivision
 - g. Provide copies of all record data used to establish points, and identify in right hand corner R-1, R-2, etc. Include this information in the legend.
6. Scale, North Arrow:
 - a. Show north arrow on each sheet
 - b. Provide graphic scale in addition to written scale

7. Boundary Reference:

- Clearly state Basis of Bearings using City Survey Control Network
- Provide adequate explanation of establishment of property corners which govern the boundary compilation. Example: "corner position established by intersection."

FIGURE 1

Example (Reduced) Approved Parcel/Final Map Layout



PM BK 62 PG 34

Survey Requirements

The map shall be based upon a field survey and shall follow and show the following information:

1. **Basis of Bearing.** Bearings are most commonly based upon an established monument line of record, but can also be assumed, or based upon ties to an established control network or published NGS monuments. GPS ties to CORS (Continuous Operating Receiver Service) stations are also becoming a common means of establishing the bearings for mapping. Whatever the method, a Basis of Bearing note must be shown on the map.
2. **Survey data.** Surveys in connection with the preparation of a subdivision map shall be made in accordance with standard practices and principles for land surveying. The minimum traverse closure of the boundaries of the subdivision and all lots and blocks shall be 1:10,000 and meet third order, Class I requirements as prepared by the Federal Geometric Control Committee and published by the United States Department of Commerce.
 - a. Easement and Street Right of way Establishments:

The final map shall show:

- The centerlines of all streets
- The length, radii and central angles. Radial bearings are to be shown for non-tangent curves
- The total right of way width of each street
- The width of the portion being dedicated and the width of rights of way of railroads.
- Existing easements of record shall be shown graphically on the map, and easements to be dedicated per the map, shall include geometrics.

Note: Santa Barbara City blocks are defined by monuments set at 5' x 5' offsets established by the City Engineer, rather than the center-line of a street or alley, and such data shall be considered in preparing the survey and parcel or final map. All monuments found and utilized in the course of the survey shall be accurately described.

- b. Adjacent Survey:

Show establishment and ties to and label the following:

- Subdivisions and other record of surveys adjacent to the property
- Primary survey control points such as sections, corners, and existing, referenced monuments of adjacent surveys relevant to the establishment of boundary control lines

- City and County boundary lines that abut said property

Monumentation

All monuments that are used to memorialize the establishment of a point shall conform to, or be rehabilitated to conform to, the requirements as stated herein.

1. **Found Monument:** Any found monument that does not have an L.S. (land surveyor) or R.C.E (registered Civil Engineer) identification and has a "No Record" origin is not an acceptable monument unless its position can be proven from other record monuments or by deed description
2. **New/Set Monuments:** Subdivision Boundary Corner Monuments: In preparing the survey for the subdivision, the surveyor shall set sufficient, permanent monuments that may be readily retraced. Such monuments shall be an iron pipe with not less than a ½" inside diameter, 18" in length, and shall have either a brass tag or plastic plug with the surveyor's or engineers license number. Such monuments shall generally be placed at angle points on the exterior boundary lines of the tract and at all boundary corners.

Note: For parcel and final maps, all exterior monuments shall be set prior to the final release of securities.

3. **Interior Lot Corners:** Lot corners shall be marked with ¾" galvanized iron pipe or ½" iron pipe, not less than 18" in length, or driven less than 12" into the ground and tagged with the surveyor's registration number. If conditions dictate, monuments can be placed along the extension of the common property line at an offset to the property corners, and all such offset monuments must be duly noted on the map.

Required Certifications and Statements

In addition to the certificates and acknowledgements required by the Subdivision Map Act, the following certificates, together with any others required by the Conditions of Approval, shall be shown on the Map:

1. Surveyor's (or Engineer if registration is before 1986) Statement (SMA 66442.5 FM):

This map was prepared by me or under my direction and (is based upon a field survey) (was compiled from record data) in conformance with the requirements of the Subdivision Map Act and Local Ordinance at the request of Name of person authorizing map in Month, 20XX. I hereby state that this Parcel/Final Map substantially conforms to the approved or conditionally approved tentative map. *(If field survey performed)* All monuments shown are of character and occupy the

positions indicated, and they are sufficient to enable this survey to be retraced.

Signature

Surveyor's Name Printed

Date

P.L.S. #####

License Expiration Date: 00/00/00

(seal)

2. Owner's Statement¹:

I (We) hereby state that I (we) am (are) the owner(s) of, or have an interest in, the land included within the subdivision shown on the annexed map, and that I (we) am/are the only person(s) whose consent is necessary to pass clear title to said land. I (We) consent to the making, or preparation, and recordation of said map and subdivision as shown within the distinctive border lines.

Signature

Owner/Beneficiary/Trustee

Water meter reading easement:

I (We) also hereby dedicate the easements shown hereon for the purposes set forth.

An Easement Gross to the City of Santa Barbara for water meter reading and maintenance purposes

Non-public drainage, access & public utilities easements:

I (We) also hereby offer to dedicate (list public utilities being dedicated) to the City of Santa Barbara for roadway purposes as show hereon.

¹ Can also be titled a Subdivider's statement if there is no public dedication.

Public roadway in fee:

I (We) also hereby offer to dedicate (*list road name(s) offered*) in fee to the City of Santa Barbara for All Roadway Purposes as shown hereon.

[NOTE TO STAFF: Requiring land in fee is rarely used, if ever. Generally dedications of Easements are all that the City requires. Double check with the Real Property Division].

Public roadway by Easement.

I (We) also hereby offer to dedicate (*list road name(s) offered*) an Easement to the City of Santa Barbara for All Roadway Purposes as shown hereon.

Public roadway in easement:

I (We) also hereby offer to dedicate (*road name(s)*) as easements to the City of Santa Barbara for all public road purposes as shown hereon. (*Use this format for riding trails, etc.*)

Flood Control in easement:

I (We) also hereby offer to dedicate to Santa Barbara County Flood Control and Water Conservation District the easements for drainage/maintenance purposes as shown hereon.

Signature Owner/Beneficiary/Trustee

3. City Engineer's Statement: (*Use For both Parcel and Final Maps*)

I hereby state that I have examined this map, that subdivision as shown is substantially the same as it appears on the tentative map and any approved alterations thereof, that all provisions of Chapter 2 of the Subdivision Map Act and any local ordinances applicable at the time of approval of the Tentative Map, if required, have been complied with and that I am satisfied that the map is technically correct.

R. Patrick Kelly, City Engineer Date
City of Santa Barbara
R.C.E. No. 27077
Registration Expiration Date: 00/00/00

4. NOTICE:: (Use for Both Parcel and Final Maps per direction of County Clerk/Recorder)

This map and real property contained within this subdivision are subject to certain conditions as set forth on both Resolution Number. <Reso No> of the Planning Commission [or SHO] which was adopted on <Month, Year> and agreements executed by <Owner> and the City of Santa Barbara, which were recorded on or about the time of the recordation of this map.

5. Santa Barbara City Council Statement (Use for both Parcel and Final Map)

I hereby state that this map was duly adopted and approved by the City Council on the _____ day of _____, 20__, and that the City Clerk was duly authorized and directed to endorse thereon its approval of the same.

By: _____
City Clerk, City of Santa Barbara

Date

6. Clerk Of The Board Of Supervisors:

(On the Title sheet **without** dedications, per SMA 66447):

I, Michael F. Brown, Clerk of the Board of Supervisors of Santa Barbara County, do hereby state that pursuant to Government Code Section 66464 (State Subdivision Map Act), that the certificates and deposits required under Government Code Section 66492 and Section 66493 (State Subdivision Map Act) on the property within this subdivision have been filed and made.

Michael F. Brown

By: _____
(Deputy)

Clerk of the Board of Supervisors of
Deputy Santa Barbara County

Date: _____

(Seal)

(On the Title sheet with dedications as easements per SMA 66440 and 6644.7 Having road easements accepted by the County would be very unusual.):

I, Michael F. Brown, Clerk of the Board of Supervisors of Santa Barbara County, do hereby state that on (Month and Day) 20XX, I was duly authorized and directed to endorse hereon the Boards approval and acceptance of (road name(s)) as an easement to the County of Santa Barbara for roadway purposes as shown hereon. I furthermore state that pursuant to Government Code Section 66464 (State Subdivision Map Act), that the certificates and deposits required under Government Code Section 66492 and Section 66493 (State Subdivision Map Act) on the property within this subdivision have been filed and made.

Michael F. Brown

By: _____
(Deputy)

Clerk of the Board of Supervisors of
Deputy Santa Barbara County

Date: _____

(Seal)

7. County Recorder's Statement: (Use For Both Parcel and Final Maps)

I hereby state that this Parcel / Final Map No. _____ consisting of _____ sheets was accepted and recorded on _____, 20XX in Book _____, Pages _____ to _____ of Maps, Records of Santa Barbara County, California at _____m, at the request of <surveyor name and license number>

Michael F. Brown

By: _____
(Deputy)

Clerk of the Board of Supervisors of
Deputy Santa Barbara County

Date: _____

(Seal)

8. Board of Director's Statement: *(Use Only For Flood Control easements on Parcel and Final Maps)*

I, Michael F. Brown, Clerk of the Board of Directors for the Santa Barbara Flood Control and Water Conservation District, do hereby state that on _____, 20__, I was duly authorized and directed to endorse hereon the Board's approval and acceptance of the easements for drainage and/or maintenance purposes as shown hereon.

Michael F. Brown

By: _____
(Deputy)

Clerk of the Board of Supervisors of
Deputy Santa Barbara County

Date: _____

(Seal)

Required Notes

The following notes shall be shown where applicable:

1. NOTE: [this is for all Parcel and Final Maps]

THIS MAP AND THE REAL PROPERTY CONTAINED WITHIN THIS SUBDIVISION ARE SUBJECT TO THE COVENANTS, CONDITIONS AND RESTRICTIONS SPECIFIED IN THE AGREEMENT BETWEEN THE CITY OF SANTA BARBARA AND THE OWNER ENTITLED "AGREEMENT RELATING TO SUBDIVISION MAP CONDITIONS IMPOSED ON REAL PROPERTY FOR 115 RESIDENTIAL CONDOMINIUM UNITS" RECORDED CONCURRENTLY WITH THIS MAP AS INSTRUMENT NO. 2010- _____, O.R.

2. Condominium Note:

"This subdivision is a condominium project as defined in section 1350 of the Civil Code of the State of California, containing a maximum of _____ dwelling units and is filed pursuant to the Subdivision Map Act."

3. Geologic Problem:

The following note shall be placed on Final Maps or Parcel Maps when there are geological problems.

“Based on preliminary geological information contained in reports by _____, there are geological problems which may require corrective measures within the boundary of this division of land. Prior to issuance of building or grading permits or construction of the proposed street improvements or further division of the land, additional geologic and/or soil engineering reports will be required by the City of Santa Barbara.”

Requirement for Existing and Proposed Easements

All existing and dedicated onsite easements shall be shown with the type of easement properly indicated. Easement ownership shall be referenced on an omission note as provided for in Section 66436 of the State Subdivision Map Act.

Dedication and Acceptance of Public Easements and Fee Lands

The following dedication notes are to be added to the Owner’s Certificate when applicable. These are only suggestions, as each property and each proposed easement or dedication is going to be unique. These are for use on Parcel and Final Maps. See also the Subdivision Map Act Article 3. Dedications §66475.

Unless Conditions of Approval indicate otherwise, dedications of public easements may be made on the Parcel or Final Map with the following suggested language:

1. **Offer and Acceptance of Dedication on the Parcel or Final Map** (*this is the simplest method for offering non-complicated easement dedications*) that contain no text such as restriction covenants
 - a. **Public Street Rights of Way.** Any offer for which the right of way is being offered in fee or the offer is for an easement, shall be clearly stated in the Owner’s statement and accepted/rejected/or deferred acceptance in the City Clerk’s statement:
 - i. Sample Easement Dedication

“I (We) hereby irrevocably offer to dedicate an easement for All Public Street Purposes to the City of Santa Barbara for [*street name here*] as shown hereon.”

ii. Sample Fee Dedication

"I (we) hereby irrevocably offer to dedicate in a fee to the City of Santa Barbara that land depicted hereon as "_____"."

Other Public Easements - Sewer, Storm Drains, Water Mains, etc.:

"I (We) hereby irrevocably offer to dedicate a public easement to the City of Santa Barbara as shown hereon for the purposes of applicable water main, sewer main and/or storm drain."

b. Water Meter Reading Easement:

"...I (We) also hereby dedicate the easements shown hereon for an Easement in Gross to the City of Santa Barbara for Water Meter Reading and Maintenance Purposes..."

2. Separate Instruments:

Other public easements containing comprehensive text as required in Conditions of Approval shall be dedicated, creative and described by separate recorded documents, also referred to as instruments.

General Notes Regarding Dedications for separate instruments:

The owner and its successors in interest retain the right to use the easement areas except that within the easement area, no permanent structures, buildings and/or any accessory parts can be erected or other use made by owner, which would interfere with (entity that easement is granted to) use of the easement. Owner and its successors in interest shall obtain written approval from (entity that easement is granted to).

Owner shall defend, indemnify, save and hold harmless (entity easement is granted to), its agents, employees, officers, successors and assigns from and all claims, liabilities, demands, costs, (including reasonable attorney's fees) and cause of action of all kinds with regard to the condition of the easement property which is the subject of these dedications, especially contamination by harmful, hazardous and/or toxic materials, if any.

In the event the indemnity hereunder exceeds that permitted by applicable law, such indemnity shall be construed as the maximum permitted by law. This indemnity shall not apply to any contamination which may occur within the easement area as a result of the operations of (entity that easement is granted to) subsequent to the effective date.

a. Irrevocable Offer of Easements

- i. An irrevocable offer of easement (*describe easement*) for public (*describe improvements*) purposes granted to (*name of person/entity easement is granted to*), recorded _____ (date) as (Instrument No) of Official Records.
 - ii. Irrevocable Offer of Easements by separate instrument (for non-public roads, public and non-public utilities, public and non-public storm drains, other agency uses, etc.):
 - iii. "I (We) Irrevocably Offer to dedicate a _____ foot wide easement for (*identify easement*) for the benefit of (*person/agency dedication is benefiting*) shown hereon."
 - iv. Dedication of Future Interest: This unique situation is rare and requires unique wording. Work with City of Santa Barbara Real Property Agents and City Attorneys for advice and example text.
 - v. Limited Access Rights: This easement would allow access for specific purposes. e.g.,: An emergency road for emergency vehicle use only, etc.
- b. Building Restriction (Geological, Flood Hazard, Special Areas, Avigation (landing glide pattern), Noise, Dust, etc. unique to airport):**
- This unique situation is rare and requires unique wording. Work with City of Santa Barbara Real Property Agents and City Attorneys for advice and example text.
- c. Grant Deeds and Conditional & Restrictive Fee Grants:**
- This is a rare situation and requires unique wording, if fee is granted to the City for specific purpose (conditional fee) and has restrictive covenants that will run with the fee. Work with City of Santa Barbara Real Property Agents and City Attorneys for advice and example text (eg. For only a Park, etc).
- d. Landscape Maintenance:**
- This is a rare situation and may require unique wording, Work with City of Santa Barbara Real Property Agents and City Attorneys for advice and example text.

e. Dedication for Recreation Areas, Clear Spaces, etc:

These situations are rare and requires unique wording. Work with City of Santa Barbara Real Property Agents and City Attorneys for advice and example text.

Acknowledgment Forms

All-purpose form:

ACKNOWLEDGEMENT

STATE OF CALIFORNIA)
) ss
COUNTY OF _____)

On _____, before me, _____, a Notary

Public, personally appeared _____,
personally known to me (or proved to me on the basis of satisfactory evidence)
to be the person(s) whose name(s) is/are subscribed to the within instrument,
and acknowledged to me that he/she/they executed the same in his/her/their
authorized capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s), or the entity on behalf of which the person(s) acted,
executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California
that the foregoing paragraph is true and correct

Witness my hand and official seal.

Signature _____ (Seal)

[NOTE: See Civil Code Chapter 11 for periodic updates]

Signature Omission

This is most commonly done as a list, as follows:

1. **For Final Maps.** The signatures of the following easement holders have been omitted under the provisions of Section 66436 (a) (3) (A) (i) of the Government Code (Subdivision Map Act) as their interest cannot ripen into a fee:

Example:

SANTA BARBARA TELEPHONE COMPANY, A CORPORATION, AN EASEMENT FOR TELEPHONE LINES PURPOSES RECORDED NOVEMBER 16, 1938 AS INSTRUMENT NO. 9874, IN BOOK 450, PAGE 444 OF OFFICIAL RECORDS

COUNTY OF SANTA BARBARA, OPEN SPACE EASEMENT RECORDED JANUARY 5, 1994 AS INSTRUMENT NO. 94-001119 OF OFFICIAL RECORDS

Note: Easements must be graphically depicted on map sheet.

2. **For Parcel Maps.** The signatures of the following easement holders have been omitted under the provisions of Section 66445 (e) of the Government Code (Subdivision Map Act) as their interest cannot ripen into a fee:

Example:

1.) Bertha Yaggy, September 21, 1933, as Instrument No. 6040 in Book 290, Page 113 O.R.

*2.) Southern California Edison Company, August 5, 1949, as Instrument No. 9621 in Book 868, Page 3 of O.R.
This easement is not locatable from record documents.*

Note: Easements of record are to be plotted graphically on map sheet, and if not locatable per the document it must be so stated.

3. **Both Parcel and Final Maps.** The signature(s) of _____, owner(s) of _____, (type of mineral ownership) per deed recorded in Book _____, Page _____ of (Deeds) (Official Records) 1 Records of, County (has) (have) been omitted under the provisions of section 66436, Subsection C of the Subdivision Map Act.

Basis of Bearing Note

1. "Normal Method":

The bearings shown hereon are based on the bearing _____ of the (*center, side, Northerly, etc.*) line of the (*street, section, etc.*) as shown on (*name of permanent record*).

2. "Rotated Bearing Method":

The bearing shown hereon is based on the (*center, side, Northerly, etc.*) line of the (*street, section, etc.*) shown as (*bearing*) on (*name of permanent record*) and shown as (*bearing*) on this map.

Sample Public Utility/Public Energy Letters

Required from public utilities and public entities to assure compliance with Section 66436 (3) (A) (I) of the Subdivision Map Act:

Example:

Honorable City Council
City of
California

Council members:

Ref: () (*PARCEL MAP NO.*)

Please be advised that the division and development of the property in the manner set forth on the map of _____ will _____ not unreasonable interfere with the free and complete exercise of any easement held by (*name of public utility or public entity*) within the boundaries of said map.

Sincerely yours,
(*Public Utility or Entity*)
(*Signature*)
(*Title*)

**Public Utility Letters to be submitted to the Land Development Engineer, City of Santa Barbara.*

Subdivider's Certification of Public Utility/Public Entity Letters (sample)

1. Required from sub-dividers if no response from the public entity/utility company is received in accordance with Section 66436 (a) (3) (A) (IV):

Example:

(Date)

Attention: Land Development Engineer, City of Santa Barbara

I (We) hereby declare under penalty of perjury that I am (we are) the sub-divider(s) or the sub-divider's agent(s) of the subject division of land and that I (we) have complied with the provisions section 66436 (a) (3) of the State Subdivision Map Act relative public entity/public utility rights of way/easements. I (We) other declare that the thirty day period specified by section 66436 (a) (3) (A) (iv) has passed and that I (we) have received no response from a public entity/public utility objecting to the omission of their signature or objecting to the finding that the division and development of the property within the subject 1 of land will not unreasonably interfere with the full and complete exercise of its right of way or easement.

(Name if other than an individual)

/s/

(Name if an individual)

(Title if other than an individual)

/s/

(Title if other than an individual)

NOTE: All signatures must be acknowledged.

2. Additionally, the Parcel/Final Map package shall include the following items:
 - a. Required Copies:
 - i. At the initial submittal, submit five (5) copies of the Parcel or Final Map wet signed and sealed by a professional Land Surveyor or Civil Engineer authorized to practice land surveying along with five (5) sets of the civil improvement plans, if required.
 - b. Calculations:
 - i. Machine calculated traverses must be provided along with a work sheet clearly identifying the points used on the traverse.

-
- ii. The calculations shall include: the subdivision boundary with area; all lots within the subdivision area; all boundary ties; streets; center lines; and easements.
 - iii. All traverses will show a closure and must close to less than 1:10,000. Traverse data shall be exactly the same as that appearing on the Final/Parcel Map. Traverses shall be submitted in a form that facilitates checking and shall clearly denote the manner in which the area was traversed.
- c. Preliminary Title Report (PTR):
- i. The original copy of a current Preliminary Title Report, within 30 days of submittal, the corresponding Subdivision Guarantee (*the subdivision guarantee is not required for the initial submittal*), and a copy of the completed tax collector affidavit form indicating pre-payment of property taxes.
- d. Back-Up Information:
- i. Provide one (1) copy of the final SHO or PC Resolution approving the Tentative Map. In cases of Appeal to Council, a copy of the Council Agenda Report and associated resolution (if one has been prepared), minutes of the Council meeting are also required.
 - ii. One (1) copy each of all existing record plats, field books and deed documents referenced on the map including the vesting deed for the property being subdivided. Any other information referenced on the Map or procedure of survey.
- e. Map Checking Fee (or appropriate deposit).
- f. Off-Site Easements and Rights of way:
- i. Two (2) copies of each easement, street dedication, and/or street vacation information, if any, may be required in association with the Parcel/Final Map along with one (1) set of traverse calculations covering each of the documents.
- g. Improvement Plans (when required) and an Engineer's Estimate of Public Improvement Construction Costs:
- i. The Public Works Department, Land Development Engineering Division prefers to process both the Parcel or Final Map and improvement plans concurrently. The Parcel or Final Map shall not be scheduled for approval by the City Council until the required public

improvement plans and corresponding improvement securities are submitted and approved by the City Engineer (*“B-Track” meaning bond it and permits can be issued. “A-Track” is where public infrastructure and improvements are constructed prior to building permits, and/or prior to recordation of maps*).

h. Document Identification:

- i. All of the above documents shall be clearly referenced by the project address. The items listed above may not satisfy all of the conditions specified in the project discretionary Conditions of Approval. The subdivider and his/her engineer are responsible for complying with all of the Conditions of Approval for the project including: Noting the date the project will expire; processing time; and Parcel/Final map submittal requirements.
- ii. Covenants, Conditions and Restrictions Approved by the City Attorney.

3. Checking of Parcel/Final Map Package:

- a. Upon receipt of the Parcel or Final Map package described above, the Land Development Engineer will check the technical correctness of the Map and return a copy of the Map, stamped *‘CHECK PRINT, PLEASE RETURN TO CITY, REVISED PLANS WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY THIS MAP CHECK’*, and associated drawings to the surveyor/engineer for correction. This map check will include all requirements as outlined in the County of Santa Barbara Standard Statements and Certificates, and any additional requirements of the City as deemed appropriate. When the corrections have been made, the surveyor/engineer will return the check prints, together with a minimum of two (2) copies of the corrected Map, to the Land Development Engineer for recheck, including submittal of all required documents and data requested by the first plan check. Maps submitted to the City for final City signoff shall include the following signatures:

- All owners
- Trustees
- Easement Holders
- Engineer/Surveyor of Record

4. Checking of related and/or required plans/drawings:

- i. The Engineering Land Development section coordinates the interdepartmental checking of all materials related and/or required of Parcel/Final maps. Prior to submission of final Mylar Parcel/Final Map tracings, all other plans, documents and studies required by the discretionary Conditions of Approval shall be satisfied.
- ii. Staff prepares the agreements between the developer and the City. Template agreements are on file. Modifications to the template agreements require the review and approval of the City Attorney's office.

Parcel/Final Maps — Council Actions

City Council consideration and recordation:

Upon completion of checking of the Parcel/Final Map package and related and/or required plans/drawings as described above, the Engineer of Record shall transmit the following, along with a request for Council action, to the City Engineer:

1. Original signed Mylar copy and two (2) blue lines of the Parcel/Final Map;
2. Surety package, Subdivision and/or Improvement Agreements approved by the City Attorney;
3. Approved off-site dedication documents; if any;
4. County Tax Assessor's Clearance;
5. Grading and Drainage Plans;
6. Public Improvement Plans;
7. Final Subdivision Securities (See Municipal Code Chapter 27.11 for acceptable types of securities);
8. County Flood Control Written approval and signoff, if within a County Flood Control easement.
9. Check with the Public Works counter staff or on the City of Santa Barbara's Engineering webpage for a current, updated handout.

The City Clerk signs on behalf of the City Council for acceptance or rejection of Dedications or offers of dedication for public easements to the City of Santa Barbara shown on Parcel/Final Maps or for dedications or offers of dedications to the City by separate instruments. The dedications may be off-site or on-site.

Property Tax Pre-Payment Requirements

In compliance with Section 66492 of the State Subdivision Map Act, all state, county municipal or local taxes or special assessments collected as taxes or security to assure the payment of above taxes, shall be settled or paid, prior to the filing of the Final Map or Parcel Map with the legislative body.

To facilitate the processing of such tax clearances, the Department of Public Works, County of Santa Barbara, has released the following procedures:

1. Two weeks prior to the scheduled council approval date, the property owner shall provide the Land Development Engineer a copy of a letter from the Tax Collector to the County Recorder stating property owners have prepaid their property taxes.

5. CERTIFICATES OF COMPLIANCE AND CONDITIONAL CERTIFICATES OF COMPLIANCE

General

A Certificate of Compliance may be requested by the property owner and recorded under the authority of the Subdivision Map Act (SMA), to determine that a property was created in conformance with said state law at the time of its creation, and is a valid lot as determined by the SMA, and may therefore be sold, financed or leased without possible penalties under §66499.31 of the SMA.

The question of whether a parcel is valid or not may arise from several sources such as a lender, owner, buyer, title company, or the City Attorney, Building Department, or City Engineer. To determine the validity status of a parcel the owner shall do the following:

1. Pay a processing fee to City Public Works Department and request that a Certificate of Compliance be prepared.
2. Submit any data (maps, deeds, chain of title, records of survey, etc.) which document the creation of the parcel.
3. Submit completed Lot Validity Study and an opinion by a qualified professional (e.g. Land Use Attorney, Registered Civil Engineer, Title Advisor, etc.) of how many lots exist and why.

Public Works then reviews title data such as, associated maps, deeds and other record data, and researches past City land development records, Planning Commission actions and City Council minutes if any, to analyze the creation of the parcel regarding conformance to legal requirements in effect at the time the parcel was originally created. Zoning and Planning matters are considered where required as a part of the lot creation. After staff reviews all data submitted, the review packet is sent to the City Attorney to obtain advice regarding staff's findings.

If the City Public Works staff and the City Attorney determine the parcel is valid, a Certificate of Compliance is recorded by City Public Works staff, essentially giving public notice of record that the parcel is valid.

If Public Works staff and the City Attorney make the determination that the parcel is possibly not created in conformance with applicable statutes, then Public Works staff will:

1. Send the owner a Notice of Intent to Record a Notice of Violation in which a date is set for a public hearing before the Planning Commission.

2. At the hearing, the Planning Commission considers a report from Public Works together with any new data supplied on behalf of the owner.
3. If the Planning Commission determines the parcel to be valid, a Certificate of Compliance shall be recorded.
4. If the Planning Commission determines the parcel was not created in conformance with then-applicable laws, a Notice of Violation shall be recorded against the property. If this occurs, the owner shall initiate steps to remedy the violation, by using any option available under the SMA.
 - a. The owner can simply maintain ownership of the non-conforming parcel without remedy of the Notice of Violation. However, City permits shall be denied if owner requests development of the property, and the property may not be conveyed because of the Notice of Violation without possible penalties.
 - b. An alternative available to an innocent owner is to seek a remedy through a request for a *Conditional* Certificate of Compliance at the Public Works counter, which will stipulate the status of the parcel as valid subject to certain conditions. This Conditional Certificate of Compliance is recorded to give constructive notice that certain conditions must be met before the parcel can be considered legal or developed.
 - c. Other remedies may be available in the SMA.

The City may, as a condition to granting a Conditional Certificate of Compliance, impose any conditions which would have been applicable to the division of property at the time an innocent applicant [*one who was unaware of the invalid lot creation and unaware of the Notice of Violation at the time of purchase*] acquired interest in the property.

The following shall be submitted when requesting a Certificate of Compliance:

1. Completed City Master Application with number of lots requested.
2. Fee to initiate City review of a Certificate of Compliance and Conditional Certificate, per latest City Fee Resolution
3. Current (six months or less) Preliminary Title Report or Policy of Title Insurance.
4. Chain of title documentation and Lot Validity Study not more than 90 days old listing grantor-grantee with recording date and document number in ascending chronological order from the date the invalid parcel was created to the current vesting date.
5. Copies of all deeds listed in the chain of title.
6. A legal description of the subject parcels titled "Exhibit A".

7. Provide survey closure calculations for subject properties.
8. An accurate and legible 8½" x 11" Exhibit (surveyor's plot/plat) including existing property boundaries (distances and bearings), with the subject parcel shaded and titled "Exhibit B".
9. See also the Engineering Handout on Certificates of Compliance for additional information.

In lieu of recording either of the above certificates, filing of a Final Map or Parcel Map to accomplish reversion to acreage or subsequent division of land shall constitute a Conditional Certificate of Compliance with respect to parcels described therein. An appropriate Tentative Map shall be filed for this purpose under the SMA including review by City staff, through the DART process.

Certificate of Compliance Processing Steps

See the most current handout located at the Public Works counter and on the City of Santa Barbara's web site http://www.santabarbaraca.gov/Documents/Forms_and_Handouts/Public_Works/02_Certificates/Certificate_of_Compliance_Handout.pdf

6. LOT LINE ADJUSTMENTS

General

Discretionary Approval Required (e. g, submit as a PRT/DART)

The Engineering Land Development Section will process the lot line adjustment following Discretionary approval.

The Subdivision Map Act requires that lot line adjustments of five or more lots be acted on as Tentative Subdivision Maps (TSM), which are reviewed by Planning Commission(PC). The Staff Hearing Officer (SHO) will act on lot line adjustments involving four or fewer lots.

Please note that any TSM subject to Planning Commission review requires a Pre-Application Review Team (PRT) review first.

Agreement Relating to Lot Line Adjustment, Quitclaim Deeds and Acceptance Thereof, or Declaration of Lot Line Adjustment

When the lot line adjustment is not a part of a Parcel or Final Map, the agreement can be prepared by the property owner (or his/her agent) or by City staff, and reviewed by the City Attorney prior to obtaining owner signatures. A declaration of Lot Line Adjustment is prepared when all properties involved in the Lot Line Adjustment are owned by the same parties.

Criteria of Acceptance for Filing

A lot line adjustment, as defined by the Subdivision Map Act, may be filed in the City of Santa Barbara where:

1. A greater number of parcels than originally existed are not thereby created.
2. The numbers of parcels being adjusted does not exceed 4, and all parcels being adjusted are legal parcels or lots per the Subdivision Map Act and are shown on the latest equalized County assessment roll as contiguous units.
3. All lots or parcels after adjustment will comply with City Engineering, Zoning, and Subdivision requirements.
4. No dedications or public improvements are required, except to bring properties up to code as outlined in the SMA §66412 (d)
5. There is sufficient boundary information of record that makes the existing boundary line of all parcels being adjusted readily retraceable or established.

Record data from Record of Survey, approved by the City Engineer, may be used for this purpose.

6. A Record of Survey shall be prepared if required by the City Engineer...

Lot Line Adjustment Exhibit Requirements

The Lot Line Adjustment Exhibit(s) shall be prepared by a Surveyor or Engineer licensed to practice surveying in California. The Exhibits shall contain the following information:

1. Sufficient dimensions and record boundaries so as to define the boundaries of the subject properties.
2. Location and labeling of existing facilities (public or non-public), access, drainage, sewage disposal, public utility easements, retaining walls, driveways, buildings, pools, hedges, fences, trees and other permanent structures. They shall be shown in relation to the lot line being adjusted.
3. Labeling of all boundary lines, including the reference which established the line. Original lot line shall be shown as a dashed line and labeled as "ORIGINAL LOT LINE". Adjusted lot line shall be labeled "ADJUSTED LOT LINE".
4. North arrow and scale.
5. The adjusted parcels shall be lettered or numbered consecutively in such a manner that there will be no confusion with the original lot or parcel numbers. The net acreage of the adjusted parcels shall be shown to the nearest one-thousandth of an acre.
6. The location and direction of flow of any natural or improved drainage paths, pipelines, or swales; the location (if known) of sewer laterals and water and gas lines and meters; and the location of any utility lines, poles and easements.
7. Existing contours or topography (if applicable).
8. Any other information relevant to the area and its improvements which would help in the consideration of the lot line adjustment request.
9. The original 8 ½" x 11" exhibit shall be produced on bond paper, identified as "Exhibit C - For Informational Purposes Only", and attached to the Lot Line Adjustment Agreement or Declaration, then submitted for recordation. All exhibits shall be signed and stamped by a Registered Civil Engineer authorized to practice land surveying or a Licensed Land Surveyor; and shall contain a small vicinity map.

EXHIBIT A = Existing Description of Parcel 1 found in PTR

EXHIBIT B = Existing Description of Parcel 2 found in 2nd PTR

EXHIBIT C = Cartoon signed and stamped by Surveyor (sketch showing existing & new configuration of properties being adjusted)

EXHIBIT D = Adjusted Parcel 1 Description

EXHIBIT E = Adjusted Parcel 2 Description

NOTE: Most people refer to the description as a “legal” description, but the City Attorney’s office says there is nothing legal about them, so staff uses the term “property description”, or just “description”.

10. The following statement shall be added:

“Monuments will be set within 90 days along the adjusted lot corners, and a Record of Survey (or Corner Record) will be filed as required by Section 8762 of the Land Surveyor's Act.”

Lot Line Adjustment Document Recordation (Post SHO/PC Approval)

When the Lot Line Adjustment is approved by the Staff Hearing Officer or Planning Commission, City staff can either prepare the agreement from the City template, or offer an example of a Lot Line Adjustment Agreement or Declaration, but this exact format is not required. The Lot Line Adjustment Agreement or Declaration of Lot Line Adjustment signed, notarized and submitted to the City Public Works counter. After City staff reviews for accuracy, the City Engineer or licensed surveyor employed with the City signs and stamps the document, and the document is recorded with the County Recorder’s office

In the cases where the ownership is not the same for each parcel being adjusted, individual grant deeds shall also be recorded.

After approval by the Planning Commission or Modification Hearing Officer (or after City Council upon appeal as appropriate), and at the time of application, the applicant may obtain a Lot Line Adjustment handout for guidance from the Public Works counter or from the City Engineering web page for minimum submittal requirements, and processing steps.

The following is required prior to recordation of the Lot Line Adjustment:

1. If any of the adjusted parcels are financed, the applicant shall provide an executed "*Consent to Lot Line Adjustment*" form signed off from owners of beneficial interests (see Sample below). The Signature of Trustee, "*pursuant to request of Beneficiary*", is required.

TRUSTEE'S CONSENT TO LOT LINE ADJUSTMENT:

_____ is the Trustee under the Deed of Trust dated _____, executed by _____, and recorded as Instrument No. _____ in the Official Records of the Office of the County Recorder for the County of Santa Barbara, State of California. The Deed of Trust encumbers the real property described in the attached Lot Line Adjustment Agreement or Declaration of Lot Line Adjustment, dated _____. Pursuant to the request of the Beneficiary of the Trust Deed, Trustee does hereby consent to the execution and recordation of the Agreement/Declaration, and agrees that upon recordation of the Agreement/Declaration, the Trustee's and Beneficiary's interests in said real property (i) shall be subordinate to the Agreement/Declaration and (ii) shall apply to the entire adjusted parcel rather than merely a portion of the adjusted parcel.

TRUSTEE:

(Name of Trustee)

By:

(Name and Title, typed)

(Signature)

(Address)

(Area Code and Phone Number)

INSTRUCTIONS: This Consent will be recorded. A notary must acknowledge your signature(s). Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code 1169, et seq.)

2. If requested by the licensed surveyor or the Public Works Director, a Record of Survey shall be required to be filed concurrently with the Lot Line Adjustment document, or the owner shall be required to obtain a title insurance policy for the adjusted parcels to ensure no "overlaps or gaps". The County Surveyor's Office reviews and signs the Records of Survey prior to the City Engineer's signature.

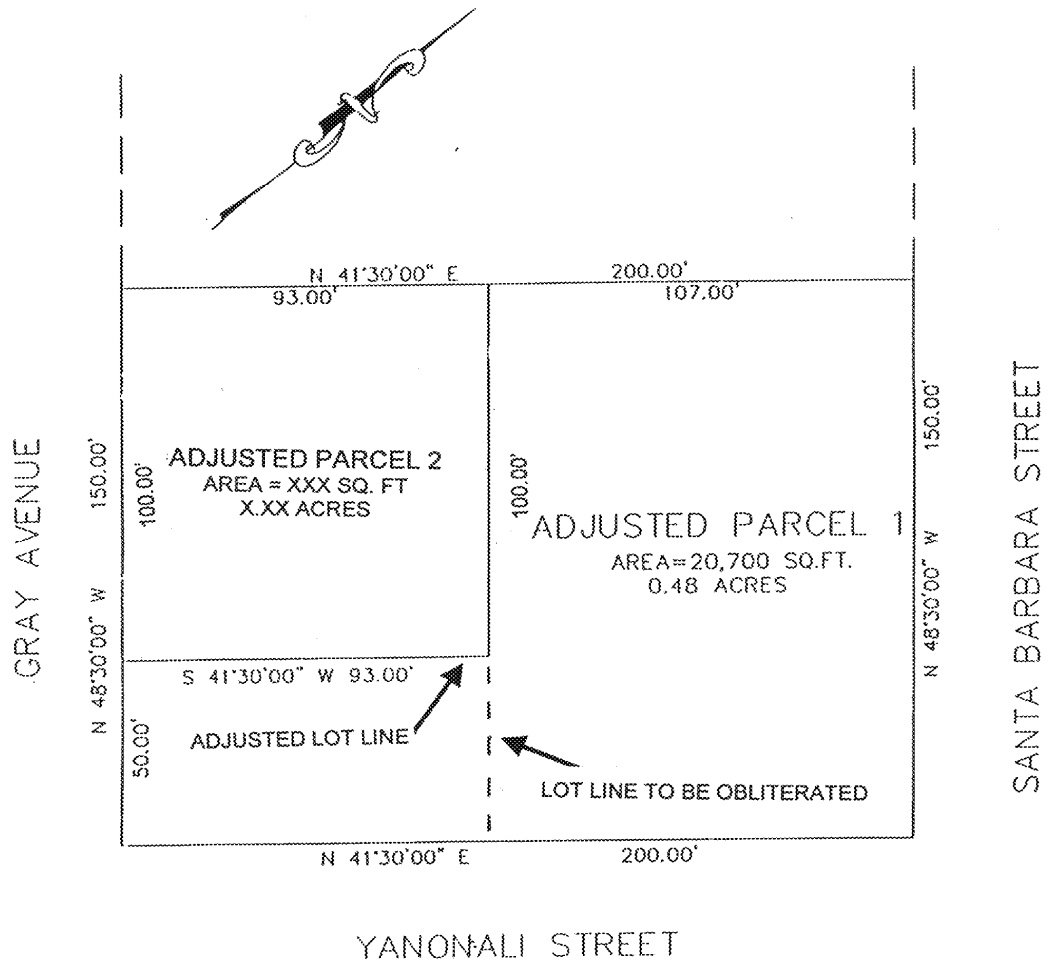
Lot Line Adjustment Processing Steps

General

Engineering Land Development staff reviews materials submitted to substantiate the proposed lot line adjustment, and City staff either prepares a Lot Line Adjustment agreement or a Declaration, or reviews documents prepared by the applicant's Land Use Attorney or Surveyor. The agreement or declaration (in the case where one person or entity owns all properties involved) can be returned to the applicant for execution and recordation by the Owners, or the executed (signed and notarized) agreement can be recorded by staff. It is recommended that staff take a copy of the signed Agreement/Declaration to the County Clerk recorder's office and ask for a conformed copy at the time of recordation, then enter the O.R. Instrument number stamped on the conformed copy into Tidemark immediately, since it can take weeks to months for the original to be returned.

Specific Steps

1. Owner obtains and completes a *Preliminary Change of Ownership Report* (PCOR) from the County Recorder's Office and obtains evidence of prepayment of property taxes from the County Assessor's Office.
2. Lot Line Adjustment document is executed by the Owners by signing in front of a Notary Public.
3. Submit the following to the Land Development Engineer: Evidence of prepayment of property tax from the County Tax Assessor's Office, Executed Lot Line Adjustment Agreement, PCOR and Trustee's Consent to LLA.
4. Lot Line Adjustment document is signed by the City Engineer and notarized. The City Engineer is only signing that the LLA complies with the City's SHO or PC resolution (whereas signature by the City Engineer for Voluntary Mergers or Conditional Certificates of Compliance imply compliance with the SMA).
5. Public Works staff or the Owner can record the Lot Line Adjustment/Declaration document.
6. After receiving the recorded instrument back from the County, staff verifies the recording information is documented accurately in Tidemark, including Instrument number, title of recorded doc, date of recordation and staff initials.
7. A copy of the recorded Lot Line Adjustment document is either sent to the applicant, or can be left at the PW counter for pickup after consulting with the owner.



COMPANY NAME OR LOGO



Signature _____
NAME PRINTED _____ DATE _____

SCALE: 1' = 30'

SAMPLE

7. VOLUNTARY MERGERS

General Requirements

The Subdivision Map Act (Sec. 66499.20 3/4) allows for the voluntary merger of contiguous parcels under common ownership without reversion to acreage and requires recordation of an instrument evidencing the merger.

At the time of application, the Applicant shall submit the following to the Public Works Department Permit Counter at 630 Garden Street:

1. A completed City Master Application.
2. Certificate of Voluntary Merger Fee, per latest Fee Resolution.
3. Current title report or grant deed for each and every parcel being merged or for the merged parcel.
4. A legal description of the merged parcel accompanied by a letter from a licensed surveyor, engineer, title officer or attorney stating they have reviewed and approved the legal description of the parcel being created. The new legal description should contain deed references "tying" it to adjacent parcels. If there are any questions as to the adequacy of the new legal description, a Record of Survey may be required.
5. Survey closure calculations prepared by a licensed surveyor for each existing lot and merged lot.
6. An accurate and legible 8½" x 11" Merger Exhibit, including existing property boundaries (distances and bearings), lot lines to be obliterated, and adjacent roadways (see Sample on the following page).
7. If any of the properties to be merged are financed, the Applicant shall get a "Consent to Voluntary Merger" form signed off from owners of beneficial interests (see Sample below). The signature of the Trustee, pursuant to request of Beneficiary, for each deed of trust, must be obtained.
8. Lots must be valid lots in order to merger (eg. Based on approved Parcel or Final Maps).

TRUSTEE'S CONSENT TO VOLUNTARY ,MERGER:

(This is essentially the same as the Trustee's Consent to LLA's)

_____ is the Trustee under the Deed of Trust dated _____, executed by _____, and recorded as Instrument No. _____ in the Official Records of the Office of the County Recorder for the County of Santa Barbara, State of California. The Deed of Trust encumbers the real property described in the attached Voluntary Merger (Merger), dated _____. Pursuant to the

request of the Beneficiary of the Trust Deed, Trustee does hereby consent to the execution and recordation of the Merger, and agrees that upon recordation of the Merger, the Trustee's and Beneficiary's interests in said real property (i) shall apply to the entire adjusted parcel rather than merely a portion of the adjusted parcel.

TRUSTEE:

(Name of Trustee)

By:

(Name and Title, typed)

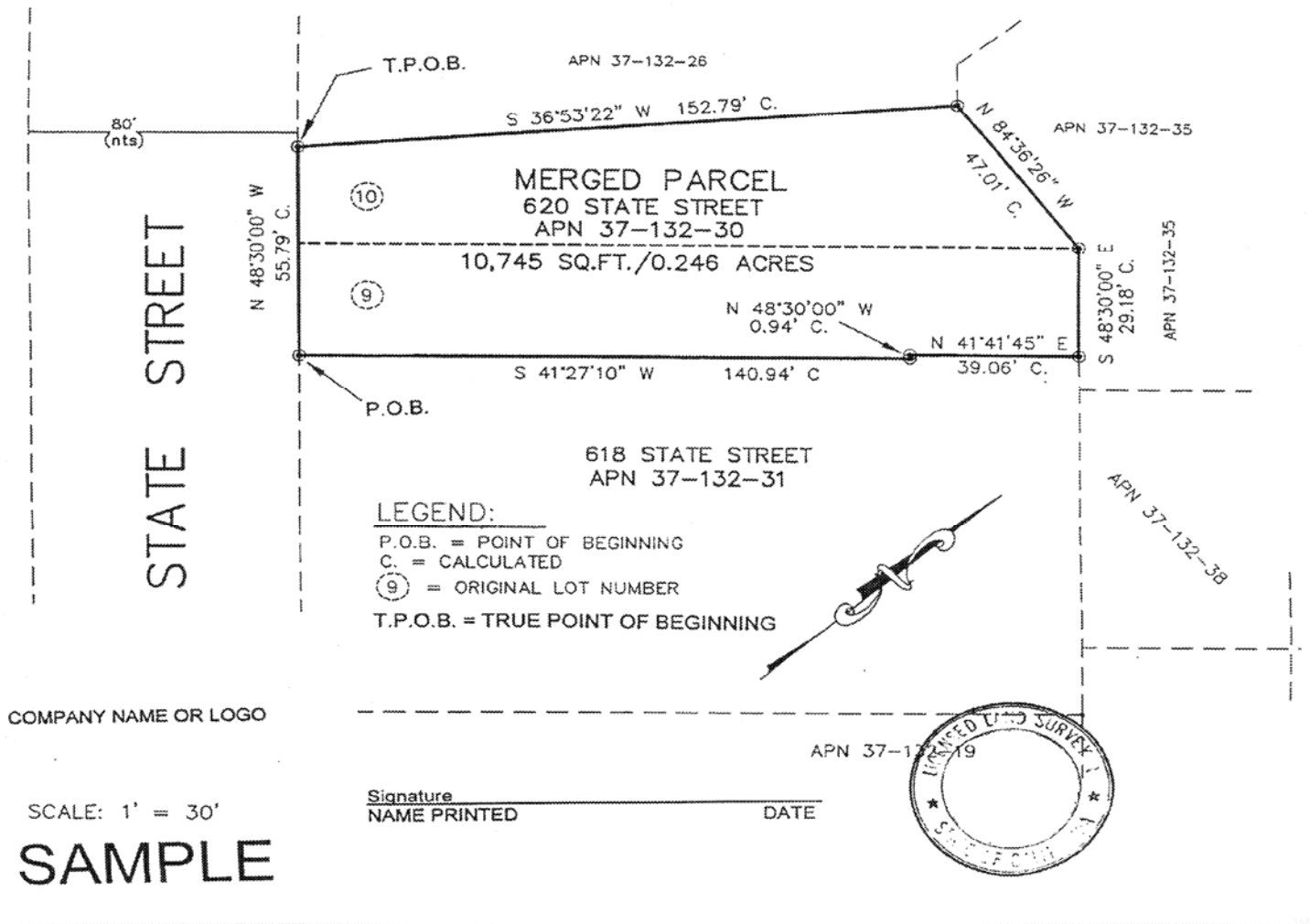
(Signature)

(Address)

(Area Code and Phone Number)

INSTRUCTIONS: This Consent will be recorded. A notary must acknowledge your signature(s). Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code 1169, et seq.)

9. If requested by the licensed surveyor or the Public Works Director, a **Record of Survey** may be required to be filed concurrently with the Certificate of Voluntary Merger document. The owner shall obtain a title insurance policy for the adjusted parcels to ensure no "overlaps or gaps". The County Surveyor's Office reviews and signs the Records of Survey prior to the City Engineer's signature.



Voluntary Merger Processing Steps

1. Engineering Land Development staff reviews the documents, incorporates the submitted existing parcel description and the merged parcel description into the Certificate of Voluntary Merger, and returns the Certificate to the applicant for execution by the owner(s).
2. The Certificate of Voluntary Merger is executed (*signed and notarized*) by the owner(s) and notarized.
3. The executed Certificate of Voluntary Merger is returned to Public Works Land Development staff for further handling.
4. A meeting is scheduled to have the Certificate of Voluntary Merger signed by the City Engineer and notarized.
5. Public Works Staff or the applicant can take the original wet signed Merger document to the County Clerk Records office for recordation. At this time a conformed copy may be.
6. The original recorded Certificate of Voluntary Merger is returned to the City within a couple of months, and is entered into Advantage™ (*if not already done*) and is then sent to be scanned into the Land Development project file.

8. STREET SETBACK VARIANCE REQUESTS

General Requirements

In accordance with City of Santa Barbara Municipal Code Chapter 28.84, Variances for Setback Lines, the applicant may request a variance related to said chapter.

Setback Variance Request Processing Steps

Prior to application, the applicant shall consult with Zoning Counter staff to identify all setback-related issues, and shall review the 2010 Setback Study, available on the Engineering webpage, and at the PW and Zoning counters.

At the time of application, the applicant shall submit the following to the Public Works Department Permit Counter at 630 Garden Street:

1. A completed City Master Application.
2. Payment of the Setback Variance Request fee of per latest City Fee Resolution.
3. A current Preliminary Title Report for the subject property.
4. A letter to Engineering Land Development staff, addressed to City Council, requesting a Setback Variance, with the following information included:
 - a. Description of any/all existing setback(s) for subject property.
 - b. Description of existing neighborhood and any known previously approved variance requests.
 - c. Photographs showing setbacks for existing non-conformance with current zoning ordinance, if any.
 - d. Reference associated encroachment permits, if any.
 - e. Every petition filed under this chapter shall state fully the grounds upon which leave for variance is sought and the facts warranting the proposed allowance of variance. (Ord. 3769, 1975; Ord. 3710, 1974; Ord. 2585, 1957; Ord. 2062 §2, 1946.)
 - f. A completed City Master Application.
 - g. Payment of the fee for a Minor Encroachment per latest City Fee Resolution.
 - h. A current Preliminary Title Report for the subject property.
 - i. Applicant requests Encroachment Permit for private improvements in the Public Right of way at the Public Works counter, and the packet is forwarded to Real Property staff.

- j. An accurate and legible 8 ½" x 11" Encroachment Exhibit, including existing property boundaries, encroachment(s) into existing setback(s), setback lines and adjacent roadways (see Sample at the end of this section).

9. CERTIFICATES OF CORRECTION FOR PREVIOUSLY RECORDED PARCEL OR FINAL MAPS

General Requirements

This is used to make minor changes per Section 66469 of the Subdivision Map Act or Section 9887.5 of the Land Surveyors Act.

The following shall be submitted in filing for a Certificate of Corrections for a previously recorded Parcel or Final Map:

1. Copy of the Recorded Map.
2. Mathematical or closure calculations.
3. Wet signed and sealed copies of the Certificate of Correction form together with the approved plat map. (See Section 6.2 for Map requirements.)
4. The Application Fee payment per the latest City Fee Resolution.
5. An updated title report or other evidence of present ownership, such as a Vesting Deed.

After the certificate has been recorded, the Engineer shall make sure that a copy is sent to the County of Santa Barbara, Department of Public Works, Survey Records Section, MS-0336.

Procedures

The following guidelines shall be followed in preparing the certificate for filing with the City.

1. The Certificate of Correction shall be signed by a Registered Civil Engineer authorized to practice land surveying, or by a Licensed Land Surveyor. The certificate shall detail the corrections made and show the names of the present fee owners of the property affected by the corrections.
2. An approved Parcel or Final Map (*when required*) showing the area being corrected shall be attached to the certificate.
3. The Certificate of Correction form as shown herein shall be used.

Sample Form

RECORDING REQUESTED BY:*(Owner, Agent, or Title Company)**(Mailing Address)**(City, State)(Zip)***WHEN RECORDED, RETURN TO:**

County Surveyor's Office

123 East Anapamu Street

Santa Barbara, CA 93101

Certificate of Correction

COUNTY OF SANTA BARBARA

STATE OF CALIFORNIA

The following corrections or additions are hereby made to Tract Map No. _____ filed in Book_____, Page(s)_____ of Maps in the office of the Recorder of Santa Barbara County, State of California.

(Insert description corrections)

Fee Owners as of the date hereof, _____:

*(List owners' names)***Surveyor's/Engineer's Statement:**

I hereby certify that I prepared this Certificate of Correction or it was prepared under my direction on (Day and Month) 20XX, and the changes shown hereon are as provided for in Section 66469 of the Subdivision Map Act.

County Surveyor's Statement:

I hereby certify that I have examined this certificate of correction and the only changes made are those set forth in Section 66469 of the Subdivision Map Act.

Michael B. Emmons, P.L.S. 5899
County Surveyor

License Expiration Date: _____

10. AMENDED PARCEL/FINAL MAPS

General Requirements

Amended maps are not subject to the Tentative Map process nor are they subject to approval by the legislative body since there is no division of land involved. Approval is by the City Engineer in accordance with Section 66469 of the State Subdivision Map Act.

There are no requirements for a tax bond or assessment certificate.

Procedures

1. Title: "Amended Map of the City of Santa Barbara previously recorded as _____"
2. Preparation: Map preparation requirements are the same as a Parcel/Final Map. All easements and dedications per the original Map shall be labeled as such.

Example:

"Drainage Easement dedicated per Map No. _____."

A table of amendments will follow which will show changes numbered in sequence, the sheet number(s) affected, the data on the original Map which is in error, and the new data shown on the amended Map.

Required Certificates

Note: Generally a Certificate of Correction is not required when an Amended map is submitted.

11. REVERSION TO ACREAGE

Title

Maps filed for the purpose of reversion to acreage shall be conspicuously identified in the title as "FOR THE PURPOSE OF REVERSION TO ACREAGE."

Preparation

Map preparation requirements are the same as a Parcel/Final Map.

Filing

The procedure for filing a map for reversion to acreage is the same as filing a Parcel/Final Map. An appropriate Tentative Map shall also be submitted first. The criteria for filing is as provided for in the State Subdivision Map Act. There is no requirement for a tax bond.

Required Certificates

Generally certificates for the Parcel/Final Map shall apply to a Reversion to Acreage.

12. RIGHTS OF WAY EASEMENTS & DEDICATIONS

General Requirements

Dedications of non-comprehensive public easements can be made on the Maps. or by separate instrument.

In dedicating an easement via a separate instrument, the following are required to be submitted:

1. An updated Title Report.
2. A legal description prepared, wet signed and sealed by a Registered Civil Engineer authorized to practice land surveying or a Licensed Land Surveyor, of the area being dedicated as Exhibit B. Exhibit A is the existing legal Description. Exhibit C is a 'cartoon' provided and labeled "For Informational Purposes Only".
3. A Map showing existing easements and the portion being dedicated.
4. Mathematical or closure calculations.
5. Completion of the appropriate City of Santa Barbara Grant of Easement form.
6. Applicable reference maps and documents to retrace the boundary of the property involved.
7. Subordination Agreements for all Beneficiaries of the Deeds of Trust.
8. City acceptance of easement can be accomplished on a Parcel or Final Map, or in a separate instrument.

City Process

Staff will prepare a Street Easement Deed after reviewing the submittal packet, which shall include a legal description prepared by the Owner's surveyor. Owners execute (*sign and notarize*) the map or deed, and then City staff takes the document to City Council (*generally on Consent*), and finally takes the map or deed to the County Clerk Recorder's Office for recordation.

13. EASEMENT VACATION

General Requirements

As provided for by applicable portions of the Streets and Highway Code "Vacation Law" [8300 (et. seq.) and Government Code SMA 66477.5], the following shall be adhered to in requesting any public easement vacation.

1. A request for easement vacation shall be submitted to the City Engineer on a Master Application at the Public Works counter.
2. A processing fee shall be paid by the applicant at the time the vacation application is submitted to the City Engineer.
3. The application shall be accompanied by a legal description and plat sketch (*cartoon*) of the easement to be vacated, a vicinity map, and updated title report.
4. Upon receipt of the application, City Real Property staff on behalf of the City Engineer shall transmit copies to all City departments which may have an interest in the easement and ask for comments and feedback on the proposed easement vacation and abandonment of any facilities owned by the City.
5. In cases where the City may hold fee title to the land underlying the easement, the applicant shall be required, at no City expense, to provide sufficient updated title evidence to determine underlying fee ownership.
6. If the City is found to hold underlying fee title, and if the fee owned land, after vacation, possesses any value, its value shall be determined by an appraisal by an independent appraiser selected by the City Engineer, at the applicant's expense. Upon determination of fair value, the Real Property Agent may recommend to Council the retention, sale, or lease of any or all of the underlying fee land to abutting owners or to other parties upon such conditions and terms may be appropriate.
7. Upon completion of the review of the application, procedures for publication, notice, posting, public hearings and the disposition of any underlying fee land, or excess land, shall therefore follow the statutory requirements of Section 8300 (et. seq.) of the California Streets and Highways Code or any other applicable code, and as outlined in bullet point number 1 above.
8. Contact City Real Property staff for guidance, and refer to the Subdivision Map Act sections 66477.2(c),(d),(e) and 66488.20-1/2.

14. AGREEMENT FOR LAND DEVELOPMENT FOR PUBLIC IMPROVEMENTS

General Requirements

1. Persons filing subdivision or Parcel/Final Maps for any project where public improvements are required, or affected, shall enter into formal agreements with the City regarding such improvements. See Subdivision Map Act (SMA)§66462.(c) and the Santa Barbara Municipal Code Chapter 27.
2. Any improvement agreement, contract, or act required or authorized by the Subdivision Map Act or the City's current subdivision ordinance, for which security is required, shall be secured in accordance with the appropriate section of the Subdivision Map Act and no Parcel/Final Map shall be signed by the City Engineer or recorded until all improvement securities required by this section have been received and approved.
3. One or more agreements may be prepared by City Staff and require execution by the applicant. These Agreements may include:
 - a. *Agreement Assigning Water Extraction Rights*
 - b. *Agreement for Land Development Improvements*
 - c. *Agreement to Construct and Install Improvements (Not a Subdivision)*
 - d. *Agreement Relating to Subdivision Map Conditions Imposed Upon Real Property*
4. The improvement agreements shall be prepared by City staff, signed by the City Engineer and approved as to form by the City Attorney. The applicant shall provide:
 - a. Exact owner's name and vesting information as it appears on the property vesting deed, and provide a copy of a current (within 3 months of application) Preliminary Title Report (PTR).
5. The agreement(s) prepared by the City shall provide for (as applicable):
 - a. Construction of all improvements, including any required off-site improvements, according to the approved plans and specifications on file with the City Engineer.
 - b. Completion of improvements within the time specified.
 - c. Right of the City to modify plans and specifications in writing to the sub-divider.
 - d. Warranty by the sub-divider that construction will not adversely affect any portion of adjacent properties.
 - e. Payment of inspection fees in accordance with the current City Fee Resolution.

- f. Payment of in-lieu fees for under-grounding of utilities on frontage streets (*if applicable*).
- g. Improvement security as required by this article.
- h. Maintenance and repair of any defect or failures and their causes.
- i. Release and indemnification of the City from all liability incurred in connection with the development and payment of all reasonable attorneys fees that the City may incur because of any legal action or other proceeding arising from the development.
- j. Assignment of water extraction rights. The City of Santa Barbara has the right to the underground water supply per the City's historic Pueblo Rights. The *Agreement Assigning Water Extraction Rights* provides constructive notice to the property owner that they do not have the right to construct a well for their water needs on site.
- k. Any other deposits, fees or conditions as required by City ordinance, or resolution, and as may be required by the City Engineer.
- l. Right of the City to withhold building permits and/or occupancy permits until completion of improvements.
- m. Any other provisions required by the City as reasonably necessary to effectuate the purposes and provisions of the Subdivision Map Act and this Ordinance.

6. Execution Requirements:

- a. Attach a legal description (labeled "Exhibit B") of the merged parcel either signed/stamped by a Licensed Land Surveyor/Engineer or accompanied by a letter from a licensed surveyor, engineer, title officer or attorney stating they have reviewed and approved the legal description of the parcel being created.
- b. The owner(s) name(s) must reflect how the title to the property is currently held and it should be consistent throughout the document. Please inform staff if there are any errors in owner(s) name(s) or vesting that are different from the PTR on file.
- c. Type the signatories' names, as signed, and their titles, below the vesting name for each signature line.
- d. This agreement will be recorded. The owner's signature(s) must be acknowledged by a notary. Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code, §1169, et seq.)
- e. Return the executed (signed and notarized) agreement to the Public Works counter, Land Development staff, for appropriate City signatures. City Staff will then record the document. A copy will be sent to each of the addresses as indicated in the signature section of the document.

15. SECURITIES

General Requirements

The following requirements shall be completed prior to the request for bond release:

1. Record Drawings complete and approved, including:
2. Public Improvement Plan
3. Landscape Plan
4. Survey Ties
5. Completion of construction according to approved plans and specifications. Completion of all final list items.
6. Inspection of property corners and verification that monumentation exists as shown on the approved Tentative Map.
7. Departmental acceptance (by City). There may be a few additional items to be corrected beyond punch list stage.
8. Posting of Warranty Bond (or retention of last 25% of Performance security).

Improvement Security

Financial security is generally provided by the developer of a subdivision for:

1. Public Improvements, e.g.:
 - a. Water
 - b. Sewer
 - c. Street
 - d. Drainage
 - e. Utility
 - f. Streetlight
2. Landscaping
3. Monument Setting

Financial security is also provided for by any individual, corporation, or entity who is involved in an activity that will "damage or remove existing public improvements like curbs, gutters, and street pavements. For these types of activities, an

encroachment, or moving, permit is required. Financial security is required before permit is issued.

The amount of the securities is determined by the estimate of construction quantities and the latest unit prices for bonding as submitted by the design engineer and reviewed and approved by the City Land Development Engineer.

Some examples are as follows:

4. Swimming Pool Construction
5. House Moving
6. Sewer and/or Water Lateral Construction
7. Sidewalk and/or Driveway Construction

Securities for these types of construction are required to be posted to ensure the repair or replacement of any damaged existing public improvements, according to the required standard.

Form of Security

The form of security shall be allowed by Santa Barbara Municipal Code Chapter 27.11.

Amount of Security

1. Whenever a security is required to be furnished in connection with the performance of any act or agreement, such security shall be in the form and amount as follows: (Percentage shown is based upon cost estimate of the total value of the improvement as approved by the City Engineer): (*MODIFY AS APPROPRIATE*)
 - a. Performance Security 100%
 - b. Labor and Material Security 100%
 - c. Warranty Security 25% (remainder of Performance bond after 75% release)
 - d. Monumentation Security 10% (*Of estimated cost to establish or re-establish survey monumentation*)
2. A performance bond or other security in the amount of 100% of the total estimated construction cost, to guarantee the construction or installation of all improvements, shall be required of all subdivisions. An additional amount of 100% of the estimated construction cost shall be required to guarantee payment to the sub-divider's contractor, subcontractors, and to persons

3. furnishing labor, materials or equipment for the construction or installation of improvements. As a part of the obligation guaranteed by the security and in addition to the full amount of the security, there shall be included costs and reasonable expenses and fees, including attorney's fees, incurred by the City in enforcing the obligations secured.

The estimate of improvement costs shall include:

- a. Fifteen percent (15%) of the total construction cost for contingencies.
 - b. Increase for projected inflation.
 - c. All utility installation costs or a certification acceptable to the City Engineer from the utility company that adequate security has been deposited to ensure installation.
4. Upon acceptance of the subdivision improvements by the City, the sub-divider shall provide security, in the amount as required by the City Engineer, to guarantee the improvements against any defective work, labor, or materials used in the performance of the improvements throughout the warranty period which shall be the period of one (1) year following completion and acceptance of the improvements unless a larger warranty period is required by the City Engineer.

Length of Security Requirements

1. **Performance Bond:** Posted as a condition of plan approval. Released when the work is completed in accordance with the approved plan, the plan has been certified "Record Drawing" by the Engineer of Work, and the "Record Drawing" has been approved by the City.
2. **Labor and Materials Bond:** Posted along with the Performance Bond as a condition of plan approval. 100 % will be released after the City's acceptance of the improvements, typically with the release of the Performance Bond, unless otherwise determined by the City Engineer.
3. **Monumentation Bond:** Required to be posted prior to map approval. Bond can be released upon the Engineer of Work's certification that the monuments have been set, subject to the City's verification (i.e., survey inspection).

Completion of Improvements

1. As determined by the agreement between the City and the developer.
2. Extensions.

The completion date of the improvements may be extended by the City Council, for all subdivisions, upon written request by the sub-divider and the submittal of adequate evidence to justify the extension. The request shall be made not less than thirty (30) days prior to expiration of the subdivision improvement agreement.

The sub-divider shall enter into a subdivision improvement agreement extension with the City. The agreement shall be on forms provided by the Department and signed by the City Engineer, approved as to form by the City Attorney, executed by the sub-divider and surety, and transmitted to the City Council for its consideration. The agreement may be considered by the City Engineer and, if approved, executed by the City Engineer on behalf of the City as permitted by City Council Resolution.

In consideration of a subdivision improvement agreement extension, the following may be required:

- a. Revision of improvement plans to provide for current design and construction standards when required by the City Engineer.
- b. Revised improvement construction estimates to reflect current improvement costs as approved by the City Engineer.
- c. Increase of improvement securities in accordance with revised construction estimates.
- d. Inspection fees may be increased to reflect current construction costs but shall not be subject to any decrease or refund.

The City Engineer may impose additional requirements as may be deemed necessary as a condition to approving any time extension for the completion of improvements.

The costs incurred by the City in processing the agreement shall be paid by the sub-divider at actual cost.

The time extensions discussed in this section refer to improvement agreements and completion of improvements only. Time extensions for Tentative Maps, Tentative Parcel Maps, development plans, and other approvals requiring discretionary approvals are processed separately through the Planning Department.

Authority to Release

Unless otherwise specified, the City Engineer has the authority to partially release a security but in no case may the sum of the partial security release exceed 75%. The developer may request up to three partial releases. Substitute securities are required of the developer as appropriate.

Reduction in Performance Security

Upon application by the sub-divider, the City Engineer, as authorized by the City Council through resolution, may authorize, in writing, the release of a portion of the security in conjunction with the satisfactory completion of a part of the improvement as the work progresses, but in no case shall the security be reduced to less than 25 percent of the total improvement security given for faithful performance. The amount of reduction of the security shall be determined by the City Engineer, however, in no event shall the City Engineer authorize a release of the improvement security which would reduce security to an amount below that required to guarantee the completion of the improvements and any other obligation imposed by the Subdivision Map Act, the City's most current Subdivision Ordinance, or the improvement agreement. Any reduction shall be construed to be acceptance of any portion of the improvements.

Release of Improvement Security

1. **Performance Security:** The performance security shall be released only upon acceptance of the improvements by the City (in the case of landscaping, upon completion of a required maintenance period), and when an approved warranty security has been filed with the City Engineer or City Council as the case may be. If a warranty security is not submitted, the performance security shall be released 12 months after acceptance of the improvements and after correction of any/all warranty deficiencies.
2. **Material and Labor Security:** Security given to secure payment to the contractor, subcontractors, and to persons furnishing labor, materials, or equipment may, six (6) months after the completion and acceptance of the improvements by the City, be reduced to an amount equal to the amount of all claims filed and of which notice has been given to the City Council. The balance of the security shall be released upon the settlement of all claims and obligations for which the security was given.
3. **Warranty Security:** The warranty security shall be released upon satisfactory completion of the warranty period, provided:

-
4.
 - a. All deficiencies appearing on the warranty deficiency list for the subdivision have been corrected.
 - b. Not less than 12 months have elapsed since the acceptance of the improvements by the City.

Change in Ownership

A subdivider who acquires ownership of an approved subdivision, or any portion thereof, shall be required to provide an improvement security for all improvements, *not just those that may remain incomplete at the time of change in ownership.*

Construction and Inspection

The construction methods and materials for all improvements shall conform to the most current City Construction Standard Details and all other standard plans and specifications of the City or otherwise adopted by the City.

Construction shall not commence until all required improvement plans have been approved and signed by the City Engineer. All improvements are subject to inspection by the City Engineer, or authorized personnel (eg. Public Works Inspector) in accordance with the City's approved specifications. The City Engineer shall determine the frequency and detail of inspection up to and including full-time inspection. The cost of inspection shall be the responsibility of the subdivider and sufficient security shall be placed with the City, in advance of work, to reimburse the City for inspection costs.

Monument Inspection

Subdivision survey monumentation is inspected at the request of the Engineer/Surveyor.

Boundary Monuments

Boundary Monuments shall be set prior to approval of the Parcel or Final Map, or prior to the release of the Survey Monumentation Bond.

New monuments, as a minimum requirement, shall consist of one-half (1/2") inch galvanized iron pipe, not less than 18 inches below the final graded surface, at all lot corners and intersections and at all angel or tangent points of the subdivision boundary. Each galvanized iron pipe shall bear a copper disc securely and permanently doweled into the upper end of the said pipe. Each disc shall bear the registration number of said Registered Civil Engineer or Licensed Land Surveyor clearly stamped therein. A 2" x 2" x 18" wooden stake, painted white, shall also be driven next to the galvanized iron pipe, with less than six (6") inches of the length exposed, to mark the location of the latter.

Submit a request for survey monumentation inspection, and two blue line prints of the Final Map (Parcel Map) to the City Engineering Department.

Centerline and Lot Corner Monuments

Centerline and Lot Corner Monuments may be deferred 12 months before the filing of the Map; although, these monuments must be set before improvements are finally approved and accepted.

For approval of monuments that have been set, a request for monumentation inspection shall be submitted to the Engineering Department at the time inspection is requested. This request shall include a written statement by the Engineer or Land Surveyor indicating that the all final monuments have been set. Upon completion of all improvements, and acceptance of the improvements, the monumentation surety can be released. (Any monumentation set that conflicts with the recorded map shall be resolved and a certificate of Correction or Amended Map will be recorded prior to the release of the surety.)

16. ANNEXATION

General Requirements

Annexations are required to be reviewed by LAFCO (“Local Agency Formation Commission”). LAFCO is a regulatory agency charged by the State legislature with “*discouraging urban sprawl and encouraging the orderly development of local agencies*” based on “*local circumstances and conditions.*” To meet its responsibilities, LAFCO reviews and either approves or denies proposals to either annex or detach land to cities or special districts. The commission is composed of members of the County Supervisors and City Councils. The Santa Barbara LAFCO has two members from the County Board of Supervisors, two selected from the City Councils within the County, two selected from the various special districts within the County, and a public member, plus an alternate for each category. For more background information, see the Santa Barbara LAFCO website, Government Code 66413 (the Subdivision Map Act), SBMC § 4.04 “buy-in fee” and Santa Barbara City Charter Section 1505. See also, the Community Development Department Planning Division 2006 Annexation Guide.

Discretionary Approval Required (i.e., submit as a PRT/DART)

Prior to the City Planning staff submitting a proposal for Annexation to Local Agency Formation Commission (LAFCO), which is initiated by the applicant:

Annexation requires a pre-application review with a PRT (Pre-application Review Team) application and fee paid directly to the Community Development Department. The PRT letter generated from that review will be copied to LAFCO. After a favorable PRT letter, the applicant can request to go before the Planning Commission to initiate annexation of the unincorporated territory into the City of Santa Barbara. During this hearing a pre-zoning and pre-general plan designation will be discussed. If Planning Commission initiates the annexation, the applicant can proceed to the formal application, DART (Development Application Review Team), process.

During the DART application process, plans are routed to all Public Works Division Managers to determine if the area proposed for annexation can be adequately served by the City’s infrastructure which typically includes water, wastewater, storm drain, street and street lights. Southern California Edison (SCE) and the Gas Company are handled with “will serve letters.” The Annexation Map and description to be annexed (Exhibit A) are also reviewed by the Planning Division of

Community Development, and the City Engineering Department at this time. **Final approval of the City Engineer is required for all technical materials prior to review by LAFCO to ensure annexation area is described meets the City's intention.**

Once the DART application is deemed complete, environmental review will commence. Once environmental review is complete, the project will go before the Planning Commission/City Council for project approval. After project approval, the City Council will adopt a Resolution of Application initiating a boundary change. The Tax Exchange Agreement between the County of Santa Barbara and City can also occur at this time; however, it typically occurs after a project application is filed with LAFCO.

Application filed with LAFCO

The applicant will prepare this application and the City Case Planner will submit the application to LAFCO, **following Public Works (PW) review of Exhibit A & Exhibit B.**

A complete application includes:

- Cover letter
- Landowner consent if applicable
- Resolution of application
- Proposal Questionnaire
- California Environmental Quality Act (CEQA) Documentation – Environmental Impact Report (EIR), Negative Declaration (ND), Mitigated ND, Notice of Exemption (NOE)
- (Or if LAFCO is going to be the Lead Agency, an environmental questionnaire.)
- LAFCO Map (Exhibit A) and legal description (Exhibit B), with evidence of final review by the City Engineer
- Other relevant supporting documents

Please refer to the LAFCO website for specific details of LAFCO's process. (http://www.sblafco.org/forms/processing_procedures.pdf)

During this time the LAFCO staff person is reviewing the application for completeness and forwarding applicable information to the County and City Planning, Engineering and Real Property Divisions so the applicant can complete the Tax Exchange Agreement, and the County Surveyor can approve the Annexation, detachment, map and legal description. Once the application is deemed complete and the Tax Exchange Agreement has taken place, the project will go before LAFCO for consideration. If the annexation is approved, the applicant will pay the final fees for the State Board of Equalization so the

Certificate of Completion for the Annexation or detachment can be officially recorded.

Post LAFCO Approval

City C-8-xxxx drawing. Following recordation of the Certificate of Completion by LAFCO. A City C-8-xxxx drawing shall be prepared and attached to the LAFCO Certificate, and the drawing shall show the specific area annexed into the City of Santa Barbara, and/or detached from the City of Goleta, Montecito, or the County of Santa Barbara.

Once the annexation has been approved by LAFCO and the Certificate of Completion has recorded, the project can proceed with the City's post discretionary review process and obtain the necessary public works and building permits. Typically with annexation projects there is a final map or parcel map involved and processing of the final map or parcel map would begin.

17. CONDOMINIUMS

General

Condominiums require approval of a Tentative and Final Map. The review process for a condominium is similar to the [Tentative map process](#) listed earlier in this document.

See: SBMC § 27.07 Tentative Maps

http://www.santabarbaraca.gov/Documents/Municipal_Code/03_Individual_Titles/SBMC_TITLE_27_Subdivisions.pdf

Residential Condominium Developments

See: SBMC § 27.13 Residential Condominium Developments

http://www.santabarbaraca.gov/Documents/Municipal_Code/03_Individual_Titles/SBMC_TITLE_27_Subdivisions.pdf

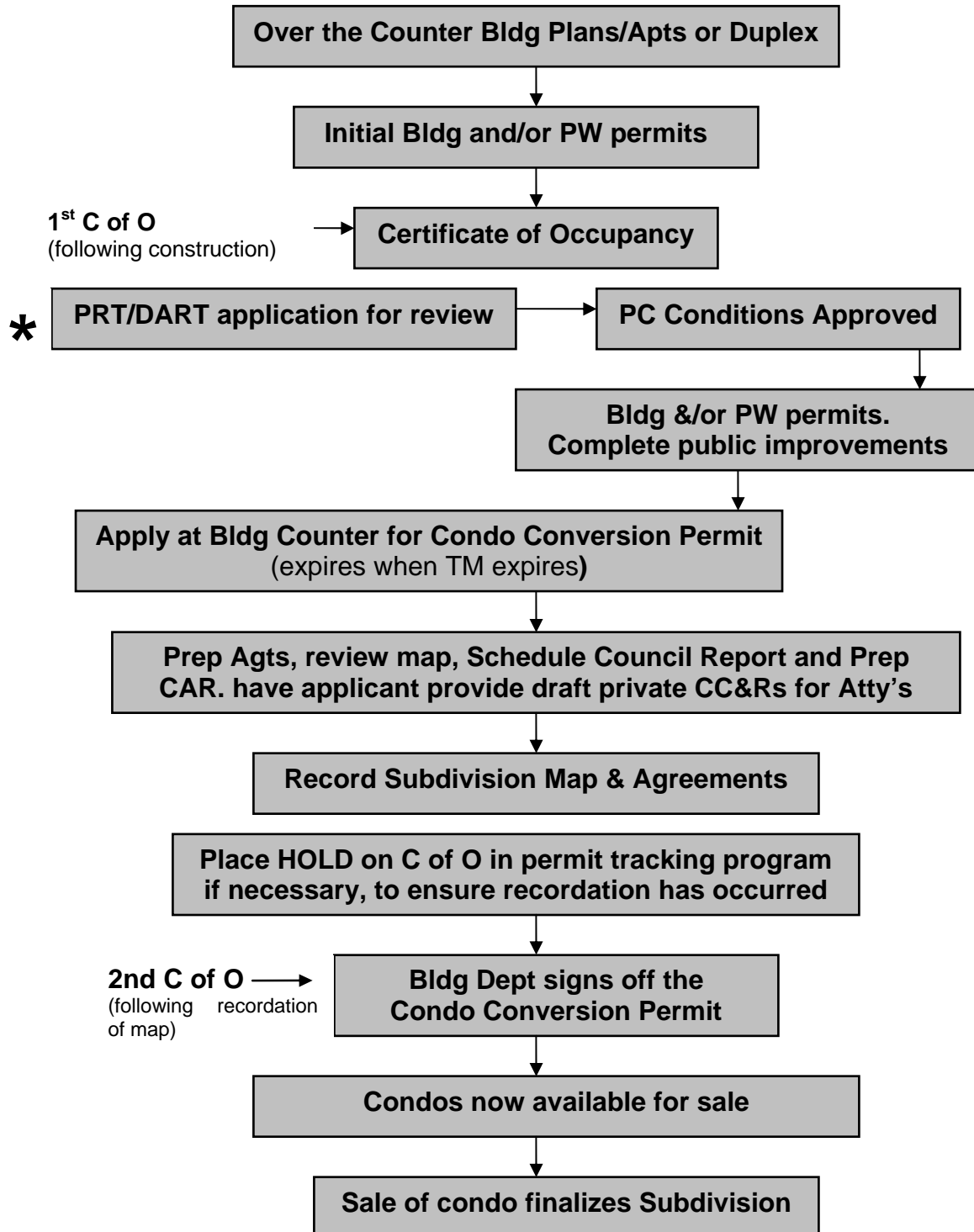
Conversions of Dwelling Units to Condominiums

See: SBMC § 28.88 Conversions of Dwelling Units to Condominiums, Hotels or Similar Uses

http://www.santabarbaraca.gov/Documents/Municipal_Code/03_Individual_Titles/SBMC_TITLE_28_The_Zoning_Ordinance.pdf

OPTION # 1: CONDO CONVERSION PROCESS

Existing Units – No Additional Units Proposed
MC 28.88



- Date of Conversion for City process = Date map is filed for Recordation (must be recorded before legal)

- For hotels & similar projects, the Date of Conversion is the Date of Issuance of the Conversion Permit by the Chief of Building and Zoning.
- In scenario where an existing SFR is to be converted, and additional new units are constructed, follow regular subdivision process.
- Maximum number of conversions during any calendar year is fifty (50) per MC 28.88.130.

APPENDICIES

- A. Reference Documents/Cross Reference Table (with Hyperlinks)
- B. Index of Documents and Forms Available at the Public Works Front Counter

APPENDIX A

Reference Documents/Cross Reference Table (with hyperlinks - the hyperlinks in this table are under construction)

Reference Title (Alphabetical)	Description	See Guide Pages
Acceptable Plants for Parkways in the Public Right of way	Fulfills Water Conservation Landscape Guideline Standards (SBMC § 22.080.020)	
Architectural Board of Review Guidelines	Maintain original architectural integrity of the City of Santa Barbara	
Bicycle Master Plan	Strategy to encourage and develop more bicycling as transportation in Santa Barbara	
Circulation Element	Addresses state law requirements and presents a comprehensive plan to meet those needs	
City of SB Local Coastal Program Implementation	Summary of new coastal land use zones, waterfront & creek guidelines	
City of SB Forms and Handouts	A collection of informational and procedural handouts for customers	
Construction Standard Details	Improvement plan notes applicable to streets, water, sewer, and street lighting	
Downtown/Waterfront Vision*		
El Pueblo Viejo District Guidelines	Guidelines for design in the El Pueblo Viejo District to comply with SBMC § 22.22.	
Final Report and Recommendations – Downtown/Waterfront Santa Barbara Stakeholder Committee	[note: this is the same as the Downtown Waterfront Vision Link.	
Fire Department Access and Hydrant Requirements	Requirements for and access to hydrants	
Interim Design and Improvement Standards	Adopted July 1975 and used up until approval of this guide	
Landscape Design Standards for Water Conservation	Effective July 27, 1989, promotes efficient use of water.	
Landscape Planter Requirements	Sets forth requirements for landscape planters	
SBMC § 22.04 – Adoption of and		

Amendments to Uniform Codes		
SBMC § 22.60 – Streets and Sidewalks		
SBMC Title 27 – Subdivisions		
Outdoor Lighting Ordinance & Design Guidelines	Regulation for outdoor lighting fixtures	
Plants for Parkways	Sets forth the variety of plants that can be used on parkways	
Standards for Parking Design	Provide convenient off-street parking to entice users away from on-street parking	
State Street Landscaping Guidelines	Strategy for future changes proposed for State St. Plaza and simplify design review process	
Urban Design Guidelines: City Grid (incl. Appendix)	Ensure new development projects in the City reflect core community values	
Water Efficient Landscaping – List of Free Materials	Lists materials that are free and available to City residents	

APPENDIX B

Index of Documents and Forms Available at the Public Works Front Counter

1. Planning Submittals & Plan Check

- Land Development Agreement Instructions and Information Checklist
- Certificate of Compliance Procedure, Certificate of Compliance Submittal Guidelines, and Certificate of Compliance Information Handout
- Certificate of Voluntary Merger Checklist
- Lot Line Adjustment Document (Post Approval) Processing Checklist
- Parcel/Final Map Checklist
- Application for Review (DRAFT)
- Engineering Handout for Completeness Review
- Resolution No. 03-058 (Fee Resolution)
- Public Works Fees for Application Submittal
- Setback Variance Request Checklist
- Tentative Map Checklist
- Santa Barbara Municipal Code § 27.20 – Vesting Tentative Maps

2. Engineering Design

- Backflow Prevention Assembly
- Construction Plans – General Requirements for Public Works Checklist (DRAFT)
- Public Improvement Plans Checklist (C-3 Construction Drawings)
- Public Improvement Plans Checklist (C-1 Construction Drawings)
- Water Extraction Rights Information Handout
- Record Drawings – Process and Standards
- Enclosure and Facility Design Guidelines for Recycling and Trash Removal Service (Updated June 2004)
- Minimum Site Plan Requirements

3. Miscellaneous Permits and Forms

- Dumpster/Roll-Off Box Encroachment Permit Application Checklist
- Customer Service Evaluation Form
- Notice to Remove Obstructions on Sidewalk for Solstice and Fiesta Parades
- Application for Water Meter (DRAFT)

4. Traffic/Transportation

- Acceptable Plants for Parkways in the Public Right of way